



Post: Payroll/HR Administrator
Department: Human Resources
Division: Resources and Planning Division

Job Description

Key Responsibilities

- Monthly payroll – process joiners, leavers and administer any pay changes
- Process changes to terms and conditions of employment
- Pension administration
- Provide statistical information as required
- Providing administrative support for recruitment campaigns
- Administer disclosure certificates
- Ensuring HR Systems are maintained
- Maintain HR filing system
- Update staff intranet and finance systems
- Provide administration support for HR as required

Specific Responsibilities

- Assist in introduction of new HR system and payroll provider as required
- Involvement in data cleansing exercise of pension records
- GDPR review of personnel files

Person Specification

Skills/Aptitude	Essential	Desirable
Excellent verbal, listening and written communication skills	*	
Self-motivated and able to work unsupervised as well as part of a team	*	
Attention to detail/accuracy	*	
Good time management skills and the ability to multitask	*	



Knowledge	Essential	Desirable
Good working knowledge of Microsoft Outlook, Word and Excel	*	
Good working knowledge of HR and payroll systems	*	

RBGE Values

- We are **Inclusive**: We recognise, reward and celebrate each other's unique contribution and treat everyone with dignity and respect
- We value **Pride**: We have a strong sense of belonging and demonstrate this through what we say and what we do
- We have **Purpose**: We are clear on the long and short term priorities of RBGE and align our contribution, responses and actions to these
- We are **Communicative**: We are open, respectful, consultative, creating an environment of transparency and trust
- We are **Collaborative**: We respect expertise and actively seek opportunities to improve how we work together
- We are **Customer-focused**: We understand the needs of our customers and colleagues, and meet and exceed their expectations
- We celebrate and value **Curiosity**: We are inquisitive and engaged with the world around us, constantly exploring, expanding our expertise and sharing our knowledge