

Golden Lane Housing
JOB SPECIFICATION

Job title	People and Payroll Business Partner
Responsible to	Head of People & Culture
Responsible for	NA
Purpose	<p>People and Payroll Business Partner will be responsible for delivering an efficient, accurate and compliant payroll service and benefits processes including the delivery of data and people metrics and management of all HR systems.</p> <p>The role will also provide HR support and advice to colleagues relating to the employee lifecycle, from recruitment through to onboarding, Employee Relations, HR Systems and wellbeing.</p>
Location	Homebased with some travel to Manchester office

Area of role and description	Performance expectations
<p>Payroll & Benefits management</p> <ul style="list-style-type: none"> • Collate and process the monthly payroll which includes, joiners, leavers, maternity, paternity, student loans, PAYE and NI payments, P35, P45, P60, P11D, payments and statutory/voluntary deductions in accordance with internal authorisation procedures • Act as the first point of contact for payroll and benefit matters. • Collaborate with Finance and outsourced payroll provider to ensure process of monthly payroll. • Ensure all HMRC obligations are met and managed effectively. • Calculate all payments and deductions such as student loans and court deductions • Manage the pensions auto enrolment process ensuring reports are accurate and legislation is followed 	<ul style="list-style-type: none"> • Clear payroll processes are in place and kept up-to-date. • All colleagues are paid correctly or if any errors are identified, they are rectified immediately with relevant people being informed. • Adhering to all audit requirements and actions. • Pensions' processes are in accordance with legislation and followed internally. • Good relationships are held with payroll bureau and benefit providers. • All year end processes are completed in line with legislation and on time. • Manage the relationships with benefits providers to ensure cost-effectiveness and service quality. • Communicate the value and details of benefit offerings to colleagues to enable engagement and understanding.

Golden Lane Housing
JOB SPECIFICATION

<ul style="list-style-type: none"> • Maintain all pension records in line with the regulations set out by the Pension schemes and the Board requirements. • Be responsible for accurate and complete year end processes and submissions including P11d's meeting strict deadlines set by HMRC • Ensure that all salary sacrifice arrangements are managed including cars, and other benefits for colleagues. . • Manage and develop and implement all colleague benefits that support business objectives and colleagues needs. • Ensure compliance with all applicable laws, regulations, and policies related to benefits administration. 	
<p>Recruitment & Selection</p> <ul style="list-style-type: none"> • Overall responsibility for the full recruitment process and the management of the recruitment system process • Develop and refine the recruitment policy, procedures and process with the support of the Head of People and Culture • Train and support hiring managers with all aspects of recruitment process and HR system. • Report on recruitment data monthly to the Head of People and Culture • Provide all relevant information to the People and Culture Project Officer for processing of contracts and offer letters etc. • Work with the Organisational Development Business Partner on onboarding activities to ensure processes are up to date within the HR systems 	<ul style="list-style-type: none"> • All adverts are on brand • The recruitment process is candidate centric ensuring that they have a great recruitment experience • All new recruits have appropriate right to work checks carried out • HR system is fully managed and hiring managers adhere to the process. • Contract changes are confirmed to employees and systems updated on time • Work with the Organisational Development Business Partner on onboarding activities to ensure we continually strive to improve the experience for colleagues.
<p>People Reporting and Analytics</p> <ul style="list-style-type: none"> • Report all people analytics such as KPIs, employee turnover, absence rates, EDI, employee relations activity etc. to the Head of People and Culture 	<ul style="list-style-type: none"> • Reports are provided on-time and accurately. • Trends are analysed and commentary provided to aid improvement activity.

Golden Lane Housing
JOB SPECIFICATION

<p>Compliance tasks and training</p> <ul style="list-style-type: none"> • Supports the annual training compliance process in partnership with the ODBP, ensuring full completion of regulatory and organisational requirements. • Plans and manages the distribution of monthly training tasks, coordinating closely with the People and Culture Project Officer and Communications team to ensure engagement and timely completion. • Monitor all participation and performance of compliance and training tasks, analysing completion data, identifying gaps, and proactively reporting all instances of non-compliance or incomplete training to the Head of People and Culture for appropriate follow-up action. 	<ul style="list-style-type: none"> • All tasks / training is sent out on time and reported on in a timely manner. • Leaders and managers are supported to address and manage colleague participation across all training and policy areas.
<p>Organisational Health & Safety</p> <ul style="list-style-type: none"> • Responsible for all People matters discussed within the Health and Safety Committee. • Provide information on Health and safety Compliance training to the Property Services Business Partner when requested for Board reports. • Manages the IOSH training process to ensure colleagues with relevant roles are qualified. • Manages the lone working devices system and work with the People and Culture Project Officer in managing the devices for colleagues. 	<ul style="list-style-type: none"> • Attend the Health and Safety Committee and provide any data on compliance training, lone working devices at the meeting. • Provides data and works with Property Services Health and Safety Business Partner. • Effective management of the lone working system.
<p>Management and general administration</p> <ul style="list-style-type: none"> • Undertakes and leads on projects at the request of the Head of People and Culture and in line with our strategy. • Manages and maintains a suite of all transactional templates and letters. • Manages all HR systems to ensure correct structures, job roles, salary changes are in place and drive continuous improvement in system utilisation and reporting. 	<ul style="list-style-type: none"> • All templates are up to date, accessible and user friendly. • All people and culture systems are well maintained and bring efficiency to processes. • Managers are trained where required in all aspects of HR Systems. • Maintains confidentiality in any ER cases and concerns.

Golden Lane Housing
JOB SPECIFICATION

<ul style="list-style-type: none">• Train managers in all HR system processes and best practice.• Provides HR support to all colleagues and is responsible for the managing and responding to correspondence from the people inbox.• Supports the Head of People and Culture with any Employee Relations concerns• Support employee engagement initiatives and contribute to a positive workplace culture.	<ul style="list-style-type: none">• Delivers system training to all colleagues when required.
---	---

Personal Specification

Essential

- Level 5 CIPD or working towards the qualification
- Experience of delivering and managing a payroll service and other HRIS platforms.
- Experience of working across the full employee life cycle.
- Knowledge of employment law and HR best practice.
- Ability to provide and interpret data for written reports.
- Ability to communicate effectively on all matters connected with Payroll, HR process and systems.
- Strong time management, planning and organisational skills.
- Ability to manage people including the allocation of tasks and objectives
- High attention to detail and accuracy in documentation and data management.
- Able to work as part of a team and independently.
- Strong communication and interpersonal skills and able to build trust at all levels.
- A commitment to maintain confidentiality and data protection ensuring all data is secure.
- Able to deal with sensitive information with integrity and discretion.
- Knowledge of Health & Safety