



Sept 2016

Dear Applicant

GROUP HUMAN RESOURCES/ PAYROLL ADMINISTRATION ASSISTANT - (THURROCK, ESSEX)

Thank you for expressing an interest in the above vacancy.

Please find attached a Job Profile and Person Specification for the role. **You are advised to read our Important Applicant Guidance resources prior to completing your application form.** These resources are designed to support you in submitting a successful application form and to ensure you provide us with the information we need to assess your suitability for the role. Remember, your completed application is the only information we have about you and is what we will base the first stage of our selection procedure upon, so please complete all sections with a well-planned and positive approach. You may (if you wish) submit your CV to supplement your completed application.

SUPPORTING INFORMATION SECTION – VERY IMPORTANT

In this section of your application, you should **ONLY** address the criteria assessed at Application Stage (A) on the Person Specification, some of which are of high importance. Please provide clear **information, examples and evidence** to demonstrate these criteria. **Shortlisting will depend on how well you demonstrate your ability to meet the criteria assessed at Application Stage (A).** If you do not complete this section fully and/or only submit your CV, your application may not be successful at shortlisting.

Due to the requirements within the Asylum, Immigration and Nationality Act 2006, if you are short-listed and invited to attend a further competitive selection process, you must be able to produce **original** document/s from either **List A** or **List B** of the **Approved Documents List**, to demonstrate legal entitlement to work in the United Kingdom.

Please submit your completed application form as soon as possible, but in any event no later than **Sunday, 16th October 2016** - we will not consider late applications. **Please note, interviews are scheduled to take place week commencing 24th October 2016.**

If you are shortlisted for an interview, you will be contacted after the closing date. If you have not heard from us within one month of the closing date, please assume that you have been unsuccessful. In the interest of economy we do not acknowledge receipt of applications.

Wishing you every success in your application, and thank you for the interest you have shown in our Company.

Yours sincerely

A handwritten signature in black ink that reads 'Lorna Mapson'. The signature is written in a cursive style and is positioned above a horizontal line.

Lorna Mapson
Human Resources Manager
recruitment@impulseleisure.co.uk
Impulse Leisure – Head Office



JOB PROFILE

JOB TITLE:	Group Human Resources/Payroll Administration Assistant
SALARY:	£14,422.80 per annum (£7.50 per hour)
HOURS OF WORK:	37 hours per week, permanent Monday – Friday office hours
LOCATION:	Head Office, currently Blackshots Leisure Centre (Thurrock, Essex) (occasional travel to Adur, West Sussex as required)
RESPONSIBLE TO:	Group HR Manager, with day to day reporting to Group HR Advisor
LIAISON WITH:	Members of the human resources/payroll team, managers, employees, external agencies and general public.
JOB PURPOSE:	<ol style="list-style-type: none">1. To provide administration assistance to the human resources and payroll team for the whole Impulse Leisure Group of companies.2. To provide an efficient and effective first point of contact for HR/payroll related queries.3. To assist and contribute to appropriate HR/payroll projects as directed.

KEY CORPORATE RESPONSIBILITIES

1. To fully comply with and ensure all employees, as far as reasonably possible within the postholder's control, comply with all legislation including the Management of Health & Safety at Work Regulations 1999, Impulse Leisure's Health and Safety Policy and all locally agreed safe methods of work, in accordance with the individual centres' normal and emergency action plans etc.
2. To promote and maintain an awareness of and proactive commitment to energy reduction, carbon and environmental management.
3. To wear with pride the correct staff uniform, with a name badge at all times, in order to set a good example to all staff and to present a professional image to the public.
4. To actively promote and ensure all employees, as far as reasonably possible within the postholder's control, actively promote Equal Opportunities and Diversity and observe the standard of conduct in relation to both employment and service delivery.
5. To undertake additional training/qualifications, as and when required, in order to comply with current and future company initiatives and/or governing body guidance and best practice.
6. To speak positively and enthusiastically about the company and its services to ensure that a professional company and brand image is provided at all times to customers and colleagues.
7. To comply with and ensure all employees as far as reasonably possible within the postholder's control, comply with Impulse Leisure's Customer Care Policy.
8. Adhere to company protocol as laid out in the Employee Handbook, and subsequent changes/additions that may be issued from time to time.

9. Where necessary and required, to work together with other departments within the organisation to identify any process improvements and improve standards and efficiency.
10. At the discretion of the Group Human Resources Manager / senior managers, undertake any other activities as may from time to time be agreed consistent with the nature of the job described below.
11. If necessary, to travel to and work at any Impulse Leisure's centres either on a permanent or temporary basis, consistent with the nature of the post.

KEY ROLE SPECIFIC RESPONSIBILITIES

HUMAN RESOURCES

1. To assist in the completion of standard HR paperwork as required i.e. seek references for new starters, draft employment verification requests etc.
2. To assist with recruitment administration, e.g. creating and collating recruitment documentation, maintaining vacancy files, posting vacancy adverts, maintaining website based recruitment, co-ordinating practical assessments/interviews, ensuring all pre-employment checks are completed, and following appropriate training, to take an active part in the recruitment and selection process/panels when required.
3. To assist with the maintenance and monitoring of confidential personnel files for all employees across the whole Group, archiving personnel files and documents when necessary to ensure accuracy and relevance in accordance with the Data Protection Act (DPA). This includes manual and computerised administrative systems (i.e. HR Database).
4. Accurately processing, at times, large volumes of Disclosure and Barring Service (DBS) applications in respect of Impulse Leisure employees.
5. To assist the Group HR Manager and Group HR Advisor with the preparation of contracts of employment and associated documentation.
6. To input information to relevant database/spreadsheets to maintain accurate records, and produce reports as and when required, e.g. weekly sickness absence recording, recruitment monitoring, etc...
7. To assist with, monitor and maintain records of the corporate orientation for all new staff.
8. To assist in compiling paperwork and taking notes for disciplinary, grievance and investigation meetings, as required.
9. To be aware of and increase knowledge of relevant employment legislation.

PAYROLL

1. To assist the Group Payroll Co-ordinator when required to collate information in order to process payroll, in an effective, timely and accurate manner.
2. Process all new employee data as it applies to the payroll set up and obtain all necessary documentation for Income Tax, National Insurance and critical personal information.
3. Follow procedures for setting up new records and obtain missing or inaccurate information supplied, validate and file all necessary documentation, complying with data security and protection requirements.
4. Maintain communication channels as necessary between HR and Payroll with regards to personnel, for information such as movements of staff, employee circumstances and the supply of data for the purposes of payroll processing.

5. Be aware of payroll deadlines, assist with additional ad hoc duties in payroll when required i.e. monthly back up and year end procedures etc. Monitor, assist and distribute the payslip production.
6. To assist the Group Payroll Co-ordinator with the use of the web based package (currently Focalpoint) to process timesheet information when required.

GENERAL

1. To undertake general office duties including incoming and outgoing post, photocopying, filing etc.
2. Answering of telephones, ensuring messages are passed on accurately and efficiently and dealing with queries if appropriate. This includes managing the recruitment line and responding to enquiries regarding current vacancies.
3. To assist with maintaining (and in time creating where necessary) efficient and effective administration systems, including future pension auto-enrolment obligations.
4. To contribute to projects effectively, meeting appropriate time management deadlines.
5. To build and develop solid working relationships with managers, employees, trade unions and external organisations in a professional manner.
6. To provide cover for colleagues as required, e.g. during annual leave and/or sickness absence.
7. To assist in the development, and to maintain all necessary manual and computerised records / statistics, providing monitoring information as required.
8. On occasions will be required to travel to other sites within the Impulse Leisure Group of companies, which will include travel to West Sussex (on occasions).
9. To participate as a team member or project co-ordinator on any internal (or external) working groups or partnership forums and develop and maintain effective relationships to achieve appropriate outcomes.
10. To maintain effective continuing professional development (CPD) and to undertake any training as directed by the Company, in order to comply with current and future company initiatives.
11. To respect the confidential nature, and safeguard personal information relating to all persons, in accordance with company policies/procedures and the DPA legislation. To not divulge or publish any information, other than to authorised personnel within Impulse Leisure. To not use any information for unofficial purposes.

The post holder **will** be required to work at any of the Company's facilities as required, and will be required to stand in for staff on annual leave, training courses, etc., or at short notice in the event of, for example, illness.

In the course of your duties you may have knowledge of, or access to information that is confidential. It is essential that such information is safeguarded in accordance with the Data Protection Act 1998; it should not be published or divulged other than to authorised personnel, or used for any unofficial purposes. In cases of doubt about what is confidential or who is authorised, your manager must be consulted.

Note: This document does not constitute an exhaustive list of all duties relating to the post, but indicates the main areas of activity. From time to time it may be necessary to vary the duties, in consultation with the postholder, to take account of changing operational requirements, the introduction of different working methods, etc..



PERSON SPECIFICATION

JOB TITLE: Group Human Resources/Payroll Administration Assistant

INFORMATION FOR APPLICANTS:

The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience, and abilities to those listed below. **You must tell us in what way you meet the criteria asked for; a sentence or two of explanation with examples will help us to assess your application.**

Applicants with a declared disability will be guaranteed an interview where they score at least 2 (out of a 0-3 scale) on each of the criteria weighted with High Importance, i.e. score of 2 multiplied by the criteria weighted 3 = 6.

Key: A – Application; C – Certificates; I – Interview; PA – Practical Assessment

***Weighting Scale:** 3 – High Importance 2 – Medium Importance 1 – Low Importance

CATEGORY	CRITERIA	WEIGHTING (*SEE ABOVE)	HOW ASSESSED (SEE 'KEY' ABOVE)
<u>Qualifications & Experience</u>	1. Previous experience of working in an office environment, in small teams and on own initiative.	3	A, I
	2. Previous experience of working within a human resources / personnel environment.	2	A, I
	3. Previous experience of working within payroll administration.	2	A, I
	4. Studying towards or hold a Certificate in Personnel Practice (CPP), or equivalent.	1	A, C
	5. NVQ Level 2 (or equivalent) in Administration.	1	A, C
<u>Skills, Knowledge & Abilities</u>	1. Able to communicate verbally in a clear and effective manner, with both members of the public and staff members at all levels e.g. via the telephone, meetings and one-to-one conversations.	3	A, I
	2. Able to write clearly, accurately and concisely e.g. taking messages, taking notes at meetings, compiling letters etc.	3	A, PA
	3. Proficient in the use of MS Office applications (especially Word, Excel and Outlook), or equivalent e.g. requesting references, inputting information, maintaining computerised records and producing reports etc.	3	A, I, PA
	4. Good numeracy skills i.e. calculating annual leave, interpreting figures/ data.	3	A, PA
	5. Excellent organisational and administrative skills with an attention to detail.	3	A, I, PA
	6. Effective time management, e.g. ability to work quickly and to a high standard of accuracy, arrange own workload, prioritise and to see tasks through to completion within the required deadlines.	3	I, PA
	7. Ability to work on own initiative, and as part of a team.	3	I
	8. Well developed interpersonal skills with the ability to build and maintain effective working relationships with people at all levels.	3	A, I
<u>Other</u>	1. Must be willing and prepared to undertake additional training necessary in order to fulfil the requirements of the role.	3	I
	2. Promote and maintain an awareness of and commitment to		

	equal opportunities and diversity.	3	A, I
	3. To maintain confidentiality and safeguard information in accordance with the Data Protection Act 1998.	3	I
	4. Must positively participate in any Company initiative both internal and external, and be adaptable to change, where necessary for the benefit of the business.	3	I
	5. To be flexible and adaptable with tasks, hours and working patterns.	3	I
	6. Current Driving Licence and use of own transport for work/travel purposes.	3	A
	7. To work at (and travel to) any of the Group's sites, consistent with the nature of the role.	3	I

- *Although mileage will be paid at the current rate applicable for all mileage solely incurred for business use, i.e. currently the rate determined by the HMRC, the salary for this position is in full recompense for all business associated vehicle insurance, which is the sole responsibility, at all times, of the successful post holder.*