



PERSON SPECIFICATION

Job Title: Payroll Administrator	Post No: TBC	Hoople Band: Band B
Service: Human Resources	Section: Employee Services	Location: Auxilium House
All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria	Method of Assessment*
Experience	<p>Experience of payroll/HR service delivery to defined service levels in line with customer requirements.</p> <p>Maintaining and developing robust Payroll and HR procedures and processes.</p> <p>Experience of administration processing data and paperwork forms.</p> <p>Experience in pension/payroll administration preferably with LGPS/TP/NHS.</p> <p>Experience of working with integrated HR/Payroll databases and processing confidential and/or sensitive information.</p> <p>Experience of providing effective and efficient HR administration procedures and systems and producing accurate contracts of employment.</p> <p>Knowledge of statutory payments and deductions including tax, NI, SMP, SPP. Experience of working with confidential and/or sensitive information.</p> <p>Proven excellent customer service delivery attitude.</p>	AF / I

<p>Skills and Abilities <i>Including personal attributes</i></p>	<p>Ability to work effectively within a team.</p> <p>Excellent customer service skills.</p> <p>Excellent IT skills, particularly Excel and Word.</p> <p>Proven ability to work in an organised manner to tight deadlines.</p> <p>Ability to work on own initiative.</p> <p>Good verbal and written communication skills.</p> <p>Excellent analytical and numeracy skills.</p> <p>Have a methodical and accurate approach.</p> <p>Good interpersonal skills.</p> <p>Ability to use initiative to continually improve working practices.</p>		
<p>Qualifications and Training <i>including professional qualifications</i></p>	<p>5 GCSE's including Maths and English (grade C or above) or equivalent experience.</p> <p>2 'A' level passes or equivalent experience.</p> <p>Certified Payroll Professional designation, i.e. CIPP PTC or equivalent experience.</p>	<p>AF</p> <p>AF</p>	
<p>Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i></p>	<p>A commitment to giving high quality advice, information and support service to customers.</p> <p>A willingness to work flexibly with other team members to meet work priorities.</p>		
<p>Manager Signature:</p>	<p><i>Nick Jennings</i></p>		<p>Date: 01/04/2026</p>
<p>Manager Name:</p>	<p>Nick Jennings</p>	<p>Job Title:</p>	<p>Senior Payroll Advisor</p>

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

01/04/2026