

Role Profile

Role:	HR Business Partner – Transition & Payroll
Directorate:	Human Resources & Skills Team
Contract:	18 Months Fixed-term / Secondment (Public Sector Bodies Only)
Salary:	Circa £36,000 per annum
Role purpose:	Support the set-up and transition of TfN to a fully functioning statutory body, supporting a comprehensive human resources business partner service and leading the development and implementation of an effective payroll and pension administration service for TfN.
Reports to:	Human Resources Manager

	Key Role Outputs(KROs) <i>these set out what must be achieved for the post holder to be successful in the role</i>	Key Actions <i>These set out how the KROs will be achieved – the activities required.</i>
1.	Provision of a Human Resources business partner service across TfN. Support of business partnering	<ul style="list-style-type: none"> • Support the development and application of Human Resources policies and processes, ensuring appropriate responsibility and effective prioritisation of service requests from line managers and colleagues. • Ensure customer expectations are managed appropriately when dealing with all service requirements and that access to all process documentation is available and is up to date. • Report issues of particular concern to the Human Resources Manager for further guidance.
2.	Develop and implement a fit for purpose payroll service for TfN and its subsidiaries.	<ul style="list-style-type: none"> • Lead the development and implementation of a fit for purpose payroll service for TfN to include all underlying processes and procedures. • Maintain an up to date knowledge of all payroll-related regulations, conditions of service and relevant standing orders. • Ensure co-ordinated submission and processing of all information required for calculating salaries. • Process starters and leavers and ‘ad hoc’ data. • Administer Company benefits, and compile data from Payroll sources. • Complete PAYE/NIC monthly returns and produce payment pro formas and year-end procedures, including P11d, P60, PAYE settlement. • Ensure appropriate and adequate documentation is held for all payroll transactions. • Calculate SSP/Company sick pay, complete appropriate statutory forms and notify individuals of any changes to their sick pay.

		<ul style="list-style-type: none"> • Calculate all statutory/company pay for maternity, paternity, adoption leave and complete appropriate statutory forms and notify individuals of any changes to their pay. • Calculate and ensure accurate payments and deductions for all expenses, loans and other such payroll related employee activities. • Ensure compliance with the provisions of the Data Protection Act with respect to employee data held for TfGM Payroll purposes. • Promptly locate information/documentation to respond to requests from employees, auditors, inspectors etc.
3.	Manage all pension related activities for TfN.	<ul style="list-style-type: none"> • Support the establishment of a pension provider for TfN and development of all required pension management and administration processes. • Ensure appropriate information is provided to pension providers, and that information from providers is properly acted upon. • Explain to employees as required, including new starters and leavers their pension options and rights.
4.	Contribute to the development of the Human Resource function participating in projects as directed.	<ul style="list-style-type: none"> • Ensure statutory, regulatory and policy obligations are met and best practice identified and applied. • Research, advise and develop TfN processes in relation to all of the following: <ul style="list-style-type: none"> ○ Pay and Grading/ Reward Strategy ○ ER/IR ○ Recruitment and selection ○ Attendance Management ○ Performance Management ○ Policies and Procedures ○ Diversity ○ Succession Planning
5.	Support the continuous improvement of recruitment strategies in line with good practice, legislation and agreed Recruitment and wider HR Policy.	<ul style="list-style-type: none"> • Ensure recruitment policy and processes are consistently adhered to by challenging and providing advice to recruiting managers. Monitor and measure the use of these policies provide robust feedback and contribute to reviewing these to improve effectiveness and service delivery. • Work with recruiting managers to design assessment materials to support in determining the strongest candidates for the role. • Facilitate and conduct assessment activities, ensuring the smooth running of the event and structured and robust decision making. • Devise and implement recruitment strategies and plans to fulfil requirements. • Analyse workforce information and work with managers to develop strategies and plans to ensure that the workforce supports current and future objectives.

6.	Support the effective management and delivery of learning and development services.	<ul style="list-style-type: none"> • Support the development of corporate development programmes (such as leadership) to meet the strategic needs of TfN. • Research, source and procure all required learning and development requirements including all e-learning requirements. • Support the development and delivery of TfN's on-boarding/ induction process ensuring it meets the needs of TfN and individual employees.
7.	Support the effective and sensitive management of organisational change.	<ul style="list-style-type: none"> • Ensure excellent communication as appropriate at times of organisation change. • Support and coach managers throughout their management of "difficult" conversations.
8.	Awareness and effective support of all HR/L&D policies and procedures.	<ul style="list-style-type: none"> • Ensure colleagues and managers adhere to all HR/L&D Policies and procedures in line with appropriate legislation. • Ensure compliance with the provisions of the Data Protection Act with respect to the handling of personal data held for TfN HR/L&D purposes.
9.	Effective measurement and monitoring of performance.	<ul style="list-style-type: none"> • Produce timely and accurate reports on resourcing activity in line with Key Performance Indicators and Service Level Agreements. • Highlight key trends and risks to the effective and efficient fulfilment of human resource requirements and to shape future plans. • Make recommendations for continuously improving the HR/L&D service.
10.	Significant contribution to the development of the HR function, leading or participating in Human Resources projects.	<ul style="list-style-type: none"> • Represent the Human Resources function in projects as directed and contribute to the delivery of broader organisational priorities.
Compulsory Outputs (COs) <i>these set out what must be achieved for the post holder to be successful in the role</i>		Key Actions <i>These set out how the COs will be achieved – the activities required.</i>
C1	Ensure you comply with all applicable organisational legislation and policy:	<ul style="list-style-type: none"> • TfN Safety Management System (In particular section SMS 201 Roles and Responsibilities) • Dignity at Work policy • Risk management • TfN policies and procedures • Equality and diversity legislation • TfN Vision & Values

		<ul style="list-style-type: none"> Act in accordance with TfN's behaviours and competencies
C2	Any other reasonable duties as required from time to time	

Key Interdependencies

Key Contacts	<p>TfN Chief Executive Officer TfN's HR & Skills Team TfN's Executive and Commissioning Boards TfN's Line Managers All TfN Employee TfGM's HR, L&D, Payroll and Procurement Teams Greater Manchester Pensions Authority HMRC Various HR/L&D/Payroll Service Providers</p>
Direct reports	None
Budgetary responsibility	The HR Team budget is circa £700,000 per annum and the postholder will be required to support the effective management and allocation of this budget.
Location	Flexible across the North of England with a requirement to regularly work from our offices in both Manchester and Leeds.

Person Specification

HR Business Partner – Transition & Payroll (Knowledge, skills and experience required at selection stage)	
E	Essential Experience:
E1	Experience of complex, problem solving and business focused Human Resource activity within a similar working environment
E2	Demonstrable experience of managing the development and delivery of a payroll service including dealing with pensions administration within a similar working environment
E3	Demonstrable experience and knowledge of how tax, NI and salary sacrifice is processed
E3	Fully conversant with the application and interpretation of relevant payroll and pension related statutory regulations, policies, and procedures
E4	Experience and understanding of Human Resource policy, and process in order to ensure legislative compliance throughout the organisation including performance management, disciplinary, grievance and absence and welfare
E5	Knowledge of relevant issues affecting the practice of Human Resource Management within the context of people development
E6	Experience in designing and managing the full recruitment lifecycle up to senior levels, in an in-house environment and making improvements to processes
E7	Experience of implementing policies and procedures and developing good practice across an organisation
E8	Experience of building effective and appropriate professional working relationships with key stakeholders and working in an internal consultancy and advisory capacity
E9	Experience of advising on, designing and developing appropriate methods for selecting candidates, including assessment centres, competency based assessments, psychometric and ability tests up to senior levels
E10	Working knowledge of employment law and best practice application
EQ	Essential Qualifications
E1	Educated to 'A' level or equivalent
E2	Chartered Member of the Chartered Institute of Personnel and Development or equivalent professional qualification in a relevant field
EA	Essential Attributes:
EA1	Excellent Interpersonal skills - ability to communicate effectively and efficiently with a wide variety of people at all levels
EA2	The ability to build rapport quickly with key stakeholders
EA3	Excellent organisational skills and the ability to manage conflicting priorities
EA4	Computer Literate, including use of HR and Payroll Packages & Systems
EA5	The ability to work as part of a wider business team at an operational level whilst remaining professionally balanced and focused
EA6	Ability to work to a variety of deadlines
EA7	Knowledge and application of the learning cycle to support the delivery of organisational learning and development requirements
EA8	Excellent attention to detail and accuracy, along with a strong ability to analyse problems and provide solutions