

BSU Administrator - Payroll

Job Family – Support

Grade: C		Department: Various
Location: Headquarters/Territorial (as applicable)- BSU – Payroll		Security Vetting: MV
Role Specific Requirements/ Restrictions:	None	
Role Specific Hazards:	Display Screen Equipment	
System Access Requirements:	Various	

Brief Description of your job, its main purpose and major tasks:-

The post holder will be required to provide administrative support within their specific business area.

Role Specific Tasks

1. To administer all financial aspects of the day-to-day operation of the payroll function for Police Officers, Police Staff, OPCC, and Specials & Volunteers including starters, leavers, maternity, part-time, transferees, promotions etc
2. To administer all financial aspects of the day-to-day operation of Police Pension Scheme and Local Government Pension Scheme on salary and benefits, including starters, maternity, part-timers, transferees, promotions etc.
3. To develop and maintain knowledge of Payroll legislation, Police Regulations, Police Staff Conditions of Service, Police Pension Schemes and Local Government Pension Scheme.
4. To attend training courses for Police Probationers, PSCO's
5. To respond accurately to any payroll enquiries including estimates when any change of circumstance may impact salary.
6. To assist as necessary in assessing the implications of changes to pay and pension regulations and check compliance with legislative requirements.
7. To administer the day-to-day function of the pensioners payroll
8. Provide sensitive support to widows and family members when a death of a pensioner occurs.
9. To develop a broad range of skills to provide effective delivery and resilience within the business area.
10. To provide timely advice and support to other business areas within the Force.
11. To provide timely and effective advice on payroll matters to customers (where appropriate).

Role Generic Tasks

12. To communicate through the medium of Welsh to a level 1 standard or be prepared to achieve this within 6 months of appointment [Click [here](#) for the DPP Welsh Language requirements].
13. To undertake activities and administrative tasks as requires.
14. To provide an effective and efficient service to both internal and external customers ensuring confidentiality is maintained at all times.
15. To communicate effectively with internal and external communication from staff and members of the public.
16. To ensure force systems are maintained and updated effectively in line with business processes.
17. To develop, maintain and ensure effective business processes.
18. To comply and act in accordance with relevant legislation, Dyfed-Powys Police Policies and protocols, including Code of Ethics, Personal Development Review (P.D.R), Equal Opportunities, Health & Safety, Management of Police Information, Data Protection and Information Security.

To view descriptors of the level of responsibility required of this role please [click here](#).

Note: This job description is provided to give post holders a broad outline of the job activities of this post. Dyfed-Powys Police may require other duties to be undertaken which are not necessarily specified on the job description but which are commensurate with the scale of the post. The job description may be amended from time to time within the scope and level of responsibility relevant to this post.

Selection Criteria to be evidenced on application is below:-

Skills / Attainments [to be evidenced on application]	
Only evidence against these <u>FIVE</u> attainments on your application form	
	1. Must have numeracy skills and a numerical reasoning ability (E)
	2. Must possess G.C.S.E's Grades A - C, in Mathematics and English Language, or have proven relevant experience to a comparable level in numeracy and literacy (E)
	3. Must demonstrate proficiency at working to a high degree of accuracy and show attention to detail (E)
	4. Must demonstrate a practical approach to problem solving (E)
	5. Must have effective written and oral communication skills, with the ability to communicate with people at all levels across the organization (E)

Other skills / experience / knowledge needed for the role and may be assessed during the interview process	
	1. Must have sound working knowledge of payroll and payroll systems (E)
	2. Should possess or be prepared to study for and successfully complete a professional accreditation in the specialist area to at least Level 3 (D)
	3. Must be proficient in the use of Microsoft Word for word processing and Excel for data manipulation and reporting (E)
	4. Must have effective keyboard inputting skills enabling effective inputting and retrieval of data (E)
	5. Must have previous experience of delivering high standards of service to internal and external customers (E)
	6. Must be prepared to successfully complete all training and assessment required of the role (E)

KEY: (E) – Essential / (D) – Desirable

Please Note: At interview candidates will be assessed against the criteria detailed in the following link [Click here](#). Further details on the interview process are provided as part of the candidate information pack.