Lancashire County Council Combined Role Profile

Grade Profile (Grade 5)

Applies to all posts at Grade 5

Purpose
To apply a broad range of practical methods, semi-skilled techniques, diverse work procedures or processes to support an operational area, or completion of relatively complex task
Scope of Work
Role holders will undertake a range of standardized procedures, some of which may be relatively complex and use associated resources. Role holders may be expected to respond independently to unexpected problems or situations.
Accountabilities/Responsibilities
▪ Instructing and checking the work of others; or ▪ Planning and organizing tasks of varying duration; or ▪ Interpreting information, solving task related problems or implementing regulation; or ▪ Producing work of the required standard; or ▪ Providing advice and guidance on established internal policies and procedures. ▪ Completing relatively complex construction tasks
Skills, Knowledge and Experience
▪ Previous relevant experience or the ability to demonstrate the competence to carry out the job. ▪ Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable. ▪ Enhanced skills appropriate to the job discipline. In addition to the skills knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.
Performance Indicators
▪ Completion of tasks to required standards and deadlines.

Lancashire County Council

Operational Context Form

Post title: Payroll Officer

Directorate: Finance				**Location:**	**County Hall, Preston**
Establishment or team:	Payroll Service			**Post number:**	
Grade:	Grade 5	**Staff responsibility:**	No	**Essential Car user:**	No

Scope of Work – appropriate for this post:

Lancashire County Council's Payroll team provides services for more than 45,000 employees in public sector organisations across the North West, including over 500 schools and academies. The team are proactive in providing best advice to customers, interpreting legislative and policy changes and delivering a highly responsive service built on best of breed technology.

The primary purpose of the role is to provide the efficient administration of a range of processing tasks within a high quality, accurate and timely payroll function, for a range of clients and in accordance with their statutory, legislative and contractual obligations.

Accountabilities/Responsibilities – appropriate for this post:

1. The administration of end to end payroll and pensions processing tasks for an allocation of services/employees.
2. Preparing, scanning and indexing of payroll and pensions documentation.
3. Offer advice and guidance to customers on payroll policies and procedures.
4. Provide information to support statutory audits, inspections and management requirements.
5. Calculate payment on accounts and overpayments (including salary recalls and cancelled cheques) ensuring that all the required payroll adjustments arising from the calculation are correctly entered into the payroll system.
6. Arrange recovery of overpayments from employees in line with the customer's overpayment protocol and procedure.
7. Provide support to the on-going development of payroll systems and procedures, to ensure statutory compliance and contribute to service improvements.
8. Comply with service level agreements and KPI's.
9. The application of, and adherence to, all contractual and statutory legislation governing payroll and pensions.
10. Adhere to LCC data protection policies and procedures.
11. Build and maintain effective working relationships with customers and colleagues.
12. Represent the County Council at meetings when required.

Prepared by:	Jon Howard	**Date:**	April 2021

The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment
We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge
We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Lancashire County Council
Person Specification (Grade 5)

Requirements	Essential (E) or Desirable (D)	Identified by Application Form (A) or Interview (I)
Qualifications:		
1. 4 GCSE's or equivalent (A-C) including Maths and English	E	A, I
Experience:		
2. Experience of working in a service delivery/customer focused environment	E	A, I
3. Use of IT, and Management Information Systems in particular, in supporting processes including management information	E	A, I
4. Collaborative working across teams and services	D	A, I
Knowledge and Skills:		
5. Good numeracy and literacy skills and proficiency in IT packages and systems (e.g. Microsoft Office)	E	A, I
6. Ability to communicate clearly and concisely with customers and colleagues both orally and in writing	E	A, I
7. Ability to prioritise workload to meet required timescales and levels of accuracy, with minimal supervision and excellent administrative and organisational skills	E	A, I
8. Understand the significance of data integrity in business processing and ability to work consistently within frameworks and procedures	D	A, I
Other (including special requirements)		
Commitment to equality and diversity.	E	I
Commitment to health and safety.	E	I
Display the LCC values and behaviours at all times and actively promote them in others.	E	I

LANCASHIRE COUNTY COUNCIL

PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfil the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Head of Service/ Headteacher/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

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Team/Establishment	Payroll Service
Post title	Payroll Officer
Description of main activities the employee will be required to undertake (or attach role profile) Please refer to role profile	
Form completed by: Jon Howard	

A. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.

		YES	NO
1	Work at heights (e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc).	☐	☒
2	Work in excessively noisy environments above statutory control limits (Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc).	☐	☒
3	Work in unusual environmental conditions (e.g. where access or egress or free flow of air may be restricted or where there may be a build-up of gases, vapours or fumes or the use of breathing apparatus is required).	☐	☒
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc).	☐	☒
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	☐	☒
6	Some contact with hazardous substances (*e.g. chemicals with an orange warning label indicating very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves).*	☐	☒

7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	☐	☒
8	Work with lead or lead-based products (*e.g. some paints).*	☐	☒
9	Food handling/preparation (of raw or uncooked food only).	☐	☒
10	Occupational fieldwork or work in extreme conditions (e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work).	☐	☒

B. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

This section is for the information of applicants and does not facilitate a referral to Occupational Health.

		YES	NO
11	Face to face contact with the public/service users (e.g. at sensitive front-line posts re abuse, aggression, assault).	☐	☒
12	Working in isolation/lone working.	☐	☒
13	Work with electrical wiring (e.g. colour blindness).	☐	☒
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).	☐	☒
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (e.g. risk of weils disease, other animal borne diseases, zoonoses).	☐	☒
16	Manual handling (other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).	☐	☒
17	Working with vulnerable service users (e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).	☐	☒
18	Work involving repetitive movements or forced posture (e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).	☒	☐
19	Work as a regular display screen user (where more than 1/3 of a person's time is spent using DSE continuously over any 1-month period).	☒	☐

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

Head of Service/Headteacher/Line Manager (please print)		**Jon Howard**	
Telephone Number:	**01695 587400**	**Date:**	**April 2021**