

## **JOB DESCRIPTION**

**JOB TITLE:** Pay & Policy Compliance Officer

**GRADE:** D

**JOB NO:** A10803

**NO. OF POSTS:** 1

**DIRECTORATE:** Council Management

**DIVISION:** HR, OD & Transformation

**DEPARTMENT:** Employee Relations

**SERVICE AREA:** Reward

**REPORTING TO:** Pay & Policy Compliance Lead

**We have a bold ambition to transform the council, so we can serve the city and its citizens in the most effective way.**

Birmingham is a city of great diversity. We are renowned for being a pioneering city, with a City Council that is not complacent. The largest local authority in Europe, Birmingham City Council employs more than 10,000 people and we have big plans to reshape this incredible place for generations to come.

### **1.0 PORTFOLIO RESPONSIBILITIES**

- 1.1. This role ensures that the Council's remuneration policies and practices are compliant with relevant legal and regulatory frameworks as well as aligned with organisational strategy and culture. The pay and policy compliance officer is responsible for ensuring that the organisation's payroll processes and systems are compliant with the relevant legal and tax regulations, as well as the internal policies and procedures.
- 1.2. The role involves reviewing and verifying the payroll data, calculations, and reports, identifying, and resolving any discrepancies or errors, and providing accurate and timely payroll information to the employees and the management.
- 1.3. The pay and policy compliance officer also supports the pay and policy compliance lead in conducting audits, risk assessments, and benchmarking of the pay and reward systems, and providing advice and guidance on pay and reward compliance matters. The role requires a strong knowledge of payroll principles and practices, as well as excellent attention to detail, communication, and analytical skills.

## **2.0 KEY RESPONSIBILITIES (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)**

- 2.1. Review and verify the payroll data, calculations, and reports, ensuring that they are accurate, complete, and compliant with the relevant legal and tax regulations as may be appropriate at the time.
- 2.2. Identify and resolve any discrepancies or errors in the payroll processes and systems, such as incorrect deductions, overpayments, underpayments, or missing records, and report them to the pay and reward compliance lead and the payroll manager.
- 2.3. Support the pay and policy compliance lead in conducting audits, risk assessments, and benchmarking of the pay and reward systems, using various data sources and tools, such as payroll software, HR information systems, and reward software.
- 2.4. Provide advice and guidance on pay and reward compliance matters, such as payroll policies, procedures, and best practices, and ensure that they are communicated and followed by all employees and departments.
- 2.5. Keep up to date with the latest changes and updates in the legal and tax regulations related to pay and reward and propose and implement improvements and enhancements to the payroll processes and systems.
- 2.6. Develop and maintain the payroll compliance documentation, such as policies, procedures, guidelines, and templates, and ensure that they are accessible and updated.

## **3.0 Management Responsibilities (excludes those who are INDIRECTLY supervised i.e., through others)**

POST TITLE	GRADE	NO OF POSTS
------------	-------	-------------

Pay & Policy Compliance Advisor	C	1
---------------------------------	---	---

#### 4.0 SPECIAL CONDITIONS

DBS check required for the post.			No	XXXXXXXX	
Level of check required	Basic				
	Standard				
				Adults Workforce	Children's Workforce
	Enhanced				
	Enhanced with barred list check				

**Person Specification**

**JOB TITLE:** Pay & Policy Compliance Officer

**JOB NO:** A10803

**GRADE:** D

**NO. OF POSTS:** 1

**DIRECTORATE:** Council Management

**DIVISION:** HR, OD and Transformation

**DEPARTMENT:** Employee Relations

**SERVICE AREA:** Reward

**REPORTING TO:** Pay & Policy Compliance Lead

**Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation.**

<b>CRITERIA</b>	<b>ESSENTIAL (DEFINE WHAT ESSENTIAL MEANS - GUIDANCE)</b>	<b>M.O.A.</b>
<p><b>Qualifications</b>  <i>Where qualifications are legally required for the delivery of a job role.</i></p>	<p>Educated to CIPD Level 5 or substantial equivalent experience of working at this level.</p>	<p>AF/Q</p>
<p><b>Experience</b>  <i>Relevant work and other Experience that can include experience in volunteering, education, or personal life.</i></p>	<p>An experienced people practitioner that can provide sound professional advice to its customers ideally within the pay, benefits, and reward people specialism.</p> <p>Significant experience of working within a large, complex organisation.</p> <p>Significant experience of working with and negotiation with Trade Unions</p> <p>A good understanding of People Strategies, Business Plans, Departmental Business Plans and developing people policies.</p> <p>Significant experience of writing and people policies and procedures within their organisation.</p> <p>Experience of analysing business performance, data and insight management information.</p> <p>Experience of diagnosing root cause issues to identify people implications/needs</p> <p>Experience of working on projects to support deliver specific outcomes.</p>	<p>AF/I</p> <p>I</p> <p>AF/I</p> <p>I</p> <p>I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>I</p> <p>I</p>

	<p>Managing and maintaining effective working relationships.</p> <p>Previous experience of Line management</p> <p>Experience of developing and continually improving digital solutions to provide more streamlined processes that are fit for purpose and deliver effective people solutions.</p> <p>Excellent IT skills.</p>	<p>AF/I</p> <p>I</p> <p>I</p>
<p><b>Skills &amp; Ability</b>          e.g., written communication skills, dealing with the public etc.</p>	<p>Ability to work independently, using your own initiative, and as part of a team.</p> <p>Excellent interpersonal skills and ability to advise and guide colleagues on area of expertise.</p> <p>Ability to manage and take responsibility for own workloads, handle multiple priorities and meet deadlines.</p> <p>Able to communicate effectively at all levels, both orally and in writing, including presentation skills, with the ability to effectively communicate complex ideas and information to a range of audiences</p> <p>To be clear thinking, with a creative and innovative approach to dealing with issues and problem solving.</p> <p>Good understanding of business processes required to support customers accessing a People Service function</p> <p>A strong intuition for how organisations function, and how total reward strategies can enhance business outcomes.</p> <p>Good diagnostic skills with the ability and evaluate multiple sources of evidence to create insight and recommend solutions</p> <p>Ability to present information to different audience on a people specialism.</p> <p>Able to speak an appropriate standard of spoken English as covered by Part 7 of the Immigration Act (2016)</p>	<p>I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>I</p> <p>AF/I</p> <p>I</p> <p>I</p> <p>I</p>
<p><b>Other</b>          E.g., a politically restricted role as defined by the Local Government Housing Act 1989</p>	<p>Willingness to undertake on-going continuous professional development, participate in regular supervisions, appraisals and take responsibility for own learning and development needs.</p> <p>Willingness to maintain professional registration as required.</p> <p>Commitment and understanding of equality, diversity and inclusion.</p>	

***At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves. We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.***

### **Disability**

*As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.*

### **Safeguarding**

*Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.*

*The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.*

*The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.*

*The Council's website will contain links to the current versions of safer recruitment policies that are in force.*

*In line with our Corporate Safeguarding Policy, we have an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in our area. All BCC employees are expected to:*

- Work in a way that prevents and protects service users from abuse.*
- To be aware of the signs of abuse or neglect.*
- Recognise the signs of abuse and neglect; and*
- Record and report any concerns or incidents.*

Date:	Name:	Signature:
Date reviewed:	Name:	Signature: