

Person Specification

Job title: Team Leader (Payroll)

Team: Payroll (Pension Services)

In order to meet the full requirements of the post, applicants must hold the qualifications specified; have experience in and/or be able to demonstrate competence in the following areas:

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Five GCSE's at grade C or above including English Language and Mathematics (or equivalents) and hold a CIPP Payroll Technician Certificate (or similar) or other level 3 (or higher) qualifications (e.g. A levels, NVQ level 3) and three years relevant experience (see below)*. <p>OR</p> <ul style="list-style-type: none"> Five GCSE's (as above) and four years' relevant experience (see below)*. <p>OR</p> <ul style="list-style-type: none"> Five GCSEs (as above), and a level five or six qualification (e.g. degree, HND, NVQ level 5 or 6) and two years relevant experience (see below)*. <p><i>Note: please specify subjects and grades on your CV. If applying on the basis of equivalent qualifications, please clearly demonstrate the equivalency to the qualification specified on your CV (refer to the Additional Information for Applicants supplied as part of the application pack).</i></p>	<ul style="list-style-type: none"> Hold (or be willing to work towards) a CIPP Payroll Technician Advanced Certificate or a pensions qualification.
Relevant knowledge and experience	<ul style="list-style-type: none"> *Relevant experience - proven experience of running a computerised payroll process from end to end (for at least 100+). Up to date knowledge and understanding of the legal and regulatory framework governing the administration of payroll, HM Revenue and Customs requirements, social security and other relevant legislation. One year's experience of allocating, checking and monitoring the work of others and ensuring work is completed accurately and team and individual targets are met. 	<ul style="list-style-type: none"> 2-3 years' experience of running a computerised payroll process end to end (for at least 200+).
Skills and competencies	<p>Administration and organisational skills: Highly organised, able to work on own initiative and the ability to effectively manage a demanding workload, frequent interruptions, competing priorities, while maintaining focus on achieving high standards of service at all times.</p>	

Northern Ireland Local Government Officers' Superannuation Committee

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Skills and competencies (continued)	<p>Numeracy skills: Excellent numeracy skills to enable the post holder to meet the full requirements of the job including the ability to complete calculations quickly and accurately and an ability to identify errors.</p> <p>Communication skills: Effective verbal and written communication skills to enable the post holder to competently undertake the full remit of the post. This will include the provision of seminars and training sessions to staff and stakeholders.</p> <p>Team working and interpersonal skills: Excellent interpersonal skills, the ability to build positive working relationships with staff and colleagues and the ability to supervise, lead and create a motivated team.</p> <p>IT skills: Sound IT skills, to include a good understanding and experience of updating/ utilising computerised systems e.g. Microsoft Word, Excel, Outlook and in-house systems.</p>	