

## **Human Resources Systems, Pensions and Payrolls Manager**

### **Job Outline**

- To manage the HR Systems, Payroll and Pensions teams to ensure a high quality service to the Council.
- To ensure that HR systems are developed and maintained in accordance with changing requirements to enable the Council to meet its statutory obligations
- To ensure contract continuity and quality of service for those services that are outsourced
- To contribute to the work of the HR department through the management team
- To manage the retained pensions and payroll functions providing expert advice where appropriate
- To manage the business support service for the department including budget analysis and reporting, FOI coordination etc
- Ensures the overall integrity of the HR and Payroll systems ensuring that they are operated in accordance with statutory and contractual requirements
- Leads on projects associated with major systems process reviews and helps develop the business case for change.