

Agenda for Change

Payroll Band 4 Job Description



Dear Candidate,

Thank you for your interest in this post and for taking the time to read this information pack. We hope that this exciting and rewarding opportunity catches your imagination and you are encouraged to apply.

North Tees and Hartlepool NHS Foundation Trust (NTHFT) is an ambitious organisation with a focus on excellent patient care. Our teams operate across two acute hospital sites, a community hospital in Peterlee and a number of other community-based hubs employing 5,500 staff who provide integrated hospital and community based services.

We have an income of around £360m and serve a population of c.400,000 living within Hartlepool, Stockton-on-Tees, East Durham and surrounding areas including Sedgefield, Easington and Peterlee and wider population for our NHS England commissioned services on bowel, breast and cervical cancer.

Our population experiences significant health inequalities and one of our prime aims is to not only provide the best health care but to raise the health aspirations of the communities we serve. Treating illness is only part of our work.

Patient safety is our absolute, number one priority and is reflected in everything we do. We expect every colleague, clinical or non-clinical, to always put our patients first.

We are an aspiring organisation with a focus on innovation in healthcare, reflecting the ambitions of the NHS Long Term Plan. Working to facilitate care closer to home, with a drive for prevention and control over own health – the Trust is dedicated to collaborative ways of working to drive aspirational outcomes for patients and the wider community at large.

We work in close partnership with a range of local and national organisations for the benefit of our patients. Currently we are developing a hugely ambitious [Clinical Diagnostic Centre](#) in Stockton town centre in partnership with Stockton-on-Tees Borough Council, North East and North Cumbria Integrated Care System and South Tees Hospitals NHS Foundation Trust.

Staff members enjoy significant benefits such as access to unique NHS discount services (including retail, insurance and travel) and we pride ourselves on our commitment to the health and wellbeing of our colleagues.

We are seen as a valued local health 'voice' and a vocal advocate for our community. Our colleagues are often featured in local and national news stories and, on occasions, even international reporters have shown an interest in our work.

The Trust operates a progressive pathway management model, with the establishment of three care groups focused on: Healthy Lives, Responsive Care and Collaborative Care.

Our vision is to be a consistently high performing and financially sustainable Trust. We are well on the way to achieving this and by joining us now, you can contribute to our continued journey.

We are looking for people to join us at NTHFT who are aligned with our values: Collaborative Aspirational, Respectful, Empathetic.

You can learn more about our work on our website <https://www.nth.nhs.uk/> and on our active social media accounts.

Thank you on behalf of the Trust Board for your interest in working for North Tees and Hartlepool NHS Foundation Trust and wish you every success in your application.



Prof Derek Bell
Chair



Stacey Hunter
Group Chief Executive Officer

Job Description

Job Title	Payroll and Pensions Administrator
Division	Finance
Care Group	Finance
Contracted Hours	24
Base	North Tees Hospital
Pay Band	4

Main Purpose of the Job

The post holder undertakes the administration of the ESR Payroll System at a local level as part of the Payroll, Pensions and Systems team, providing an efficient customer focused service to internal and external clients. Duties include to work accurately and reliably within accounting timetables for financial services, and to provide support and information to HR colleagues, managers and employees as required. The post holder is responsible to the Payroll Team Lead for the processing of the payroll information whilst adhering to trust policy and Statutory policy and procedures.

Organisational Chart

Payroll and Pensions Officers

Team Leader

Payroll and Pensions Officers

Payroll and Pensions
Administrator

Clerical Officer

Communications and Relationships	
Reports to	Payroll and Pensions Manager/Team Leader
Accountable to	Payroll and Pensions Manager

Analytical and Judgement Skills

Main Duties and Responsibilities

- Responsible for compiling a payroll within monthly deadlines. To ensure employees are paid accurately in accordance with Agenda for Change, Medical & Dental and Local conditions of service.
- Maintain accurate payroll records.
- Provide original correspondence as and when required, dealing promptly with queries from third parties.
- Provide cover for payroll/pension/systems for colleagues as required.
- Responsible for the processing of the Trust electronic and manual time sheet verification and payment process.
- Input data into ESR and other appropriate systems ensuring a high degree of accuracy at all times.
- Ensure compliance with internal and external Audit procedures.
- Ensure compliance with rules of the distribution of personal identifiable information.
- Deal with payroll enquiries and direct to Payroll and Pension Officers or Team Leader as appropriate.
- To assist the Systems Officer with reporting and spread sheet information.
- Check for authorised signatures.
- The post holder is responsible for ensuring understanding of the Trust's Risk Management Strategy and the implications of the same within their area of work.
- Any other duties required by Line Manager.

Planning and Organisational Skills

- Liaise with ward managers/staff to resolve queries.
- Prepare distribution of monthly Staff Variation Lists.
- Able to undertake training in Payroll/Pension reporting.

Physical Skills

- The post holder will be expected to provide and deliver of a professional, high quality, responsive and efficient administration and clerical service. Be adaptable to the changes and demands of the service, working to tight deadlines whilst remaining calm, flexible and organised. Will be responsible for their own area of the payroll.

Patient/Client care

- Communicate effectively at all levels including Senior Management, Heads of Service, other departments, service users and external stakeholders.
- Regular requirement to deal with sensitive and confidential information, demonstrating empathy, tact and diplomacy.
- Requirement to communicate effectively with people from different cultural backgrounds.
- Maintain confidentiality of patient information to which the post holder has access, including patient records when filing and using database systems.

Policy and Service Development

- Input data into ESR and other appropriate systems ensuring a high degree of accuracy at all times.
- Ensure compliance with internal and external Audit procedures.
- Ensure compliance with rules of the distribution of personal identifiable information.

Financial and Physical Resources

- None

Management and Leadership

- Take responsibility for personal development and education and the development of a Personal Development Plan.

Information Resources

- Responsible for compiling a payroll within monthly deadlines. To ensure employees are paid accurately in accordance with Agenda for Change, Medical & Dental and Local conditions of service.
- Maintain accurate payroll records.
- Provide original correspondence as and when required, dealing promptly with queries from third parties.

Research and Development

None

Freedom to Act

- All ESR system input is double-checked by Band 4 level staff.
- Responsible for checking data input by other payroll officers

Personal

- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities.
- Participate in review of own performance regularly and development of personal development plan at least every 12 months
- Take responsibility for own actions
- Recognise own personal strengths and weaknesses and identify appropriate strategies to enhance the strengths and overcome or minimise the weaknesses

- Apply personal effectiveness skills in terms of time management, prioritisation, resource management, self-motivation and team work

General Requirements:

Demonstrate commitment to IWL principles and flexible working patterns, to meet the needs of the service and staff

Tackle discrimination and harassment, and promote equality and diversity in the workplace

Reduce sickness absence; work place accidents; and promote zero tolerance on violence against staff

Take responsibility for personal development and education and the development of a Personal Development Plan.

1. Communications and Working Relations

The post-holder must treat colleagues in a manner that conveys respect for the abilities of each other and a willingness to work as a team.

Support the Making Every Contact Count approach to behaviour change in the promotion of health and wellbeing of individuals and communities <https://www.meccgateway.co.uk/nenc>

2. Policies and Procedures

All duties and responsibilities must be undertaken in compliance with the Trust's Policies and Procedures. The post-holder must familiarise the ways in which to raise a concern to the Trust e.g. Speaking Up Policy (RM 36) in order that these can be brought to the Trust's attention immediately.

3. Health and Safety

The post-holder must be aware of the responsibilities placed upon themselves under the Health & Safety at Work Act (1974), subsequent legislation and Trust Policies; to maintain safe working practice and safe working environments for themselves, colleagues and service users.

4. Equal Opportunities

The Trust has a clear commitment to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy

5. Risk Management

All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and, when requested, to co-operate with any investigation undertaken.

6. No Smoking

This Trust acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. All Health Service premises are considered as non-smoking zones; the post-holder must familiarise themselves with the Trust's Smoke Free Policy (EF12)

7. Confidentiality

All personnel working for, on behalf of or within the NHS are bound by a legal duty of confidentiality (Common Law Duty of Confidentiality). The post-holder must not disclose either during or after the termination of their contract, any information of a confidential nature relating to the Trust, its staff, its patients or third party, which may have been obtained in the course of their employment.

8. Equal Opportunities

The Trust believes that equality of opportunity and diversity is vital to its success and an essential prerequisite to the achievement of its goals in delivering seamless, high quality, safe healthcare for all, which is appropriate and responsive to meeting the diverse needs of individuals. In working towards achieving our goals, it is important that staff and users of our service are treated equitably, with dignity and respect, and are involved and considered in every aspect of practice and changes affecting their employment or health care within the Trust.

9. Conflict of Interest

The Trust is responsible for ensuring that the service provided to patients in its care meets the highest standard. Equally it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends. The Trust's standing orders require any officer to declare any interest, direct or indirect, with contracts involving the Trust. Staff are not allowed to further their private interests in the course of their NHS duties

10. Infection Control

The post-holder will ensure that (s)he follows the Trust's hospital infection prevention and control (HIC) policies and procedures to protect patients, staff and visitors from healthcare-associated infections. He or she will ensure that (s)he performs the correct hand hygiene procedures (as described in HIC 14), when carrying out clinical duties. He or she will use aseptic technique and personal protective equipment in accordance with Trust policies. All staff must challenge non-compliance with infection, prevention and control policies immediately and feedback through the appropriate line managers if required.

Be aware of, and comply with, all Trust infection prevention and control policies, to include hand hygiene, personal hygiene, environmental and food hygiene. To undertake annual training/updates in infection prevention and control.

To be accountable for implementation of The Health and Social Care Act 2008 Code of Practice on the prevention and control of infections and related guidance (2015) within own department/area of responsibility.

Prepare for and undertake the protective interventions that he/she is responsible for in a manner that is consistent with evidence based practice and maintaining patient safety.

11. Safeguarding Children and Adults

The Trust takes its statutory responsibilities to safeguard and promote the welfare of children and adults very seriously. The Board of Directors expects all staff will identify with their manager their own responsibilities appropriate to their role in line with statute and guidance. This will include accessing safeguarding training and may include seeking advice, support and supervision from the trust safeguarding children or safeguarding adult teams. Where individuals and managers are unclear of those responsibilities they are expected to seek advice from the safeguarding teams.

12. Disclosure and Barring Service

The appropriate level of DBS check will be undertaken for this role. Further information on the Disclosure Service is available from www.disclosure.gov.uk.

13. Other duties

To undertake other duties to meet the changing needs and priorities of the Trust, the service and the clients, as determined by your manager and in accordance with the grade of the post.

PERSON SPECIFICATION

Job Title *Payroll and Pension Officer*

Pay band *4*

Department *Payroll and Pensions*

Care Group *Finance*

Attribute	Essential	Desirable	Assessment
Qualifications & Training	5 x GCSE passes including maths. Payroll NVQ level 4 or equivalent experience gained through work experience EDCL, Microsoft excel, word etc or equivalent experience	Advanced Computer skills in excel etc.	AF/I
Experience	Good computer skills including knowledge of Microsoft packages Data input Clerical experience	Advanced Excel Skills Knowledge of NHS Terms and Conditions	AF/I
Knowledge	Knowledge of ESR Payroll Systems Knowledge of NHS Terms and Conditions		AF/I/P
Skills and attributes	Good oral, written and communication skills Attention to detail Good office administration skills		AF/I/P
Management/Supervision	Able to supervise band 3/2		AF/I/P
Communication	Good telephone manner Able to work within a team		AF/I/P
Finance and Physical Resources	Attention to detail Good computer skills		AF/I
Other	Flexibility – able to cope with different work environments Ability to organise filing systems Ability to work under pressure/meet tight deadlines whilst delivering high quality work		

Profile Supplement:

This Role Involves:	Yes	No	Rare	Occasional	Frequent	Examples
Lifting weights/objects between 6-15 kilos						
Lifting weights/objectives above 15 kilos						
Using equipment to lift, push or pull patients/objects						
Lifting heavy containers or equipment						
Running in an emergency						
Driving alone/with passengers/with goods						
Invasive surgical procedures						
Working at height or in a confined space						
Concentration to assess patients/analyse information						

Response to emergency situations						
To change plans and appointments/meetings depending on the needs of this role						
Clinical interventions						
Informing patients/family/carers of unwelcome news						
Caring for terminally ill patients						
Dealing with difficult family situations						
Caring for/working with patients with severely challenging behaviour						
Typing up of formal minutes/case conferences						
Clinical/hands on patient/client care						
Contacts with uncontained blood/bodily fluids						
Exposure to verbal aggression						

Exposure to physical aggression						
Exposure to unpleasant working conditions dust/dirt/fleas						
Exposure to harmful chemicals/radiation						
Attending the scene of an emergency						
Food preparation and handling						
Working on a computer for majority of work						
Use of road transport						