

## Role Profile for HR & Payroll Officer

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As an integral member of a small busy team you will work alongside the Head of Human Resources in the development and delivery of a comprehensive, fit for purpose human resource service to enable the organisation to deliver against their objectives. You will be involved across all areas of HR including recruitment, training and development activities, payroll preparation and management, benefit administration as well as undertaking administration of the HRIS. You will also be involved in the continual improvement and development of the service.

You will proactively and collaboratively work with colleagues to help the organisation achieve its corporate objectives through the appropriate engagement and development of its staff.

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### **What you will deliver**

#### **Supporting the Business**

You will work closely with all departments, line managers and colleagues to deliver a high quality and comprehensive human resource service. Working within agreed procedures and upholding Jersey Heritage Values, you will support line managers with recruitment administration and prepare for and sit on interview panels. You will be responsible for the induction process and procurement booking of training and development interventions. You will manage the entire monthly payroll service and associated benefits in a discrete and confidential manner.

#### **Communication and Collaboration**

You will build and maintain effective relationships and communicate proactively with all internal and external stakeholders, including consultation where appropriate, to keep all parties fully and appropriately involved and informed.

#### **Teamwork**

You will be an excellent team player helping to create a positive culture and a great place for your colleagues (staff and volunteers) to work. You will be supportive and helpful to colleagues and volunteers, fostering a culture of good teamwork.

#### **Innovation**

You will identify areas for improvement across HR and suggest practical ways to improve. You would be empowered to work on projects to innovate and develop the service.

#### **Planning**

You will plan and manage your own workflows working around challenging deadlines particularly for payroll processing and resourcing for seasonal posts. You will need to be flexible in your approach.

#### **Governance**

You will keep up to date on changes in relevant legislation and best practice and make suggestions for modification of policies and procedures accordingly. You will maintain effective and confidential staff records, provide appropriate management information to key stakeholders as required, ensuring consistency in the way the information is collected and presented and at all times ensuring compliance with relevant Data Protection Laws.

#### **Working Safely and Securely**

You will take reasonable care for your own safety and the safety of others, including the public, staff, volunteers and contractors, by complying with and promoting knowledge of health and safety legislation and other related procedures to manage and minimise risk in both daily operations and when you use Jersey Heritage vehicles.

### **Financial Performance**

You will support wider Jersey Heritage fundraising initiatives as promoted from time to time. You will strive to be efficient and ensure cost effectiveness in all the work that you do.



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### Our Values:

<b>Guardianship:</b>	Use it or lose it. Help heritage have a use and value in people's lives and in the life of the community so that everyone can help pass it on for future generations to enjoy.
<b>Communication:</b>	Recognise that there are many perspectives on our work. Listen carefully both inside and outside the organisation, striving to improve mutual understanding.
<b>Understand:</b>	Think about the evidence first. Seek to improve knowledge so that we can act on what we know about our users, the heritage in our care and about what the Island is trying to achieve.
<b>Inspire:</b>	Be compelling, 'bring imagination' and enthusiasm to our work to motivate others to help care for heritage.
<b>Collaborate:</b>	Be generous in the way we work. Help make sure the whole process of guardianship and enjoyment of heritage is open 'for everyone'
<b>Impact:</b>	Look for ways our work can make a positive difference to people's lives. Strive for outcomes which in some way really do 'create a better Island for everyone'.

### Scope of the Role

<b>Reports to:</b>	Head of Human Resources	
<b>Location:</b>	Jersey Museum	
<b>Working hours/Pattern:</b>	Full Time	[1950 hours per annum]
<b>Line management:</b>	'No direct reports'	
<b>Operating budget:</b>	None	

<b>Date of review:</b>	April 2024
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### **Knowledge, Skills and experience needed**

- A recognised Human Resource qualification or working towards a qualification with experience in post.
- An understanding of human resource management practices and Jersey employment law. Will have a desire to continuously develop and support good human resource practices throughout the organisation.
- Minimum of 2 years previous HR experience with a proven track record in a payroll management and a human resource environment.
- Good people skills, including interviewing and listening skills, enabling strong and effective working relationships.
- Strong interpersonal skills and an ability to interact and deal with a wide variety of people in different situations. Able to influence and negotiate.
- Able to plan, organise and prioritise. Able to work on own initiative without immediate assistance from manager and take responsibility for getting things done.
- Attention to detail and high levels of accuracy are essential.
- Resilience and tenacity.
- Ability to respect confidentiality and act at all times with discretion.
- A good team worker with a flexible 'can do' approach.
- Commitment to customer service standards. Flexible customer focused approach with experience in delivering high standards of customer service.
- Some supervisory, coaching and training experience would be an advantage.
- Knowledge of relevant Health and Safety compliance requirements and emergency procedures.
- Full, clean driving licence is desirable.