

Welcome to the Field Studies Council (FSC)



Assistant HR & Payroll Officer at FSC Head Office, Shrewsbury, Shropshire

Imagine a role that offers you both unique opportunities and challenges; where you are an important part of an empowered team who strive to continually improve the HR service we offer and where you have the chance to demonstrate your passion to deliver the highest standards of customer service and care. No matter what role you perform at the FSC, everyone can make a difference... if you want to join our successful Environmental Education Charity and you have what it takes to make a difference then we want to hear from you.

Included in this pack is the key information relating to our **Assistant HR & Payroll Officer** vacancy:

- Job Description and Person Specification
- Summary of the main terms and conditions for the post
- Information about FSC (also visit www.field-studies-council.org)

How to apply:

To apply for this position please download and complete in full the [NON-EDUCATION application form](#). You must ensure that your application includes examples of how you have demonstrated skills, knowledge and experience in meeting the requirements of the post detailed in both the job description and person specification.

For all recruitment information and relevant application form please go to our vacancies web page at: www.field-studies-council.org/vacancies

Send your completed application form to: recruitment@field-studies-council.org **OR**

Human Resources, FSC Head Office, Preston Montford, Montford Bridge, Shrewsbury, Shropshire SY4 1HW

PLEASE NOTE WE WILL NOT ACCEPT CVS WITHOUT A COMPLETED APPLICATION FORM

Previous Applicants need not apply

The closing date for receipt of your completed application is 12 noon on Monday 28th January 2019

Interviews are scheduled to take place at FSC Head Office on Tuesday 5th February 2019

For an informal discussion regarding this vacancy please call Human Resources on 01743 852144. We look forward to receiving your application in due course.

A handwritten signature in black ink, appearing to read 'S. Seivewright'.

Sara Seivewright

Head of Human Resources

JOB DESCRIPTION

Job Title:	Assistant HR & Payroll Officer
FSC Grade:	Team Member
Based at:	FSC Head Office - Shrewsbury
Reports to:	Head of HR / Senior HR & Payroll Officer There is no line management responsibility associated with this post

Overall Job purpose:

Human Resources has a significant role to play in supporting the Senior Management Team and FSC Learning Locations. The team provides HR advice to all of the FSC Learning Locations, which are geographically spread across the UK, and processes the payroll for the organisation on a monthly basis.

The post-holder will assist the HR Systems & Payroll Officer with daily tasks in relation to the effective operation of the payroll function.

Although primarily office based, this is essentially a pro-active role which will require moderate physical effort, i.e. moving office files and intensive periods of time spent working on computer systems.

Key Responsibilities:

- Acting as a point of contact for Learning Location managers and staff requiring advice and support on HR and payroll matters, in particular relating to the operation and management of our integrated HR and payroll system (ResourceLink)
- Undertaking the day-to-day processing of monthly payroll information on ResourceLink including starters, leavers, personal changes, holiday pay, statutory payments
- Undertaking the day-to-day input and maintenance of employee data in ResourceLink, ensuring that data is entered accurately and in line with all internal processes
- Undertaking the calculating and processing of the monthly payroll, proactively liaising with senior colleagues and/or employees directly to ensure payroll is processed correctly, in line with our legal obligations, and within agreed timescales
- Effectively handling administration duties relating to the monthly payroll, including those relating to absence management, pensions, employee benefits, etc., and the creation of correspondence to employees as appropriate
- Assisting with the collation of any reports which need to be submitted to Learning Locations
- Assisting in the development and updating of in-house training materials and guidance
- Proactively assisting with all administrative tasks relating to the monthly payroll for Associate Tutors
- Assisting with the preparation and dissemination of monthly payroll spreadsheets to Learning Location managers and proactively ensuring their return, with appropriate supporting documentation, within agreed timescales
- Assisting with pensions processes to ensure we meet our legal obligations
- Undertaking other routine HR administration duties as required in order to support colleagues and ensure the efficient operation of the HR Department
- Taking minutes / notes at meetings as required, for example disciplinary and grievance meetings (this may involve travel to other FSC locations)
- Undertaking pre-employment checks and work associated with employment contracts and the recruitment process
- Following policy and procedures, in particular observing the importance of confidentiality in the HR Department

General:

- Complying with all relevant legislation / FSC Operating Codes of Practice (OCOPs) / FSC Health and Safety Handbook and FSC procedures
- Creating and maintaining positive working relationships with internal and external customers and colleagues, to ensure effective communication and co-operative working
- Delivering a high standard of customer service and customer care
- Ensuring the highest standards of quality are achieved in all duties carried out
- Working closely and collaboratively with other Head Office staff to ensure that appropriate levels of service are maintained during absences and periods of high workload
- Maintaining professional standards at all times in accordance with FSC policies
- Fulfilling your obligations under FSC's Behaviour Partnership to ensure a happy, productive working environment
- Driving: We have a company car which you may be asked to drive. To do so, you will need to be 21 years or over, have a full valid driving licence, to have been driving for at least two years, and undertake an internal assessment on commencement in the role
- Attending staff meetings as well as FSC internal and external training as required, in order to share best practice and improve team and learning location performance, and participating fully in staff development activities (sometimes this may involve travel to other FSC locations with the occasional overnight stay)
- Undertaking such other duties or assignments within the scope of the post as may be reasonably requested by the Head of Human Resources or the Senior HR & Payroll Officer

Key Expectations:

The expectations of every employee that we regard as essential include:

- A positive and passionate work attitude
- A desire to show pride in all aspects of their work
- A flexible approach with a willingness to adapt to changes
- An ability to work using your own initiative both independently and as a competent, effective team member
- An ability to work under pressure and prioritise work to meet tight deadlines
- Always treating others with courtesy, dignity and respect
- A commitment and contribution to improving FSC's environmental performance
- A committed and proactive approach to personal development; motivated to learn new skills and overcome new challenges

This job description should be seen as enabling rather than restrictive, and will be subject to regular review.

Date of Issue: January 2019

PERSON SPECIFICATION

Post Title: ASSISTANT HR & PAYROLL OFFICER	Location: FSC HEAD OFFICE		
ESSENTIAL/DESIRABLE FACTORS FOR THE POST	E	D	How is this identified?
1. QUALIFICATIONS & EXPERIENCE			
5 GCSEs (or equivalent level qualification) including English and Maths	✓		Application
Proven experience of accurate data input work	✓		Application/Interview/ Assessment
Previous experience working in a HR and/or payroll position	✓		Application/Interview
Experience working with a HR & Payroll software system e.g. ResourceLink	✓		Application
Previous experience of calculating and processing payroll	✓		Application/Interview
Knowledge of current HMRC PAYE legislation e.g. tax, NI, statutory payments, etc		✓	Application
A recognised HR and/or Payroll qualification e.g. CIPD, CIPP, IAB or equivalent		✓	Application
Experience in the use of data extraction tools and in the manipulation of data within systems and across applications		✓	Application
Experience of taking accurate notes of meetings		✓	Application
Full valid Driving Licence		✓	Application
2. KNOWLEDGE			
Knowledge of the principles and issues relating to operational business processes in HR and payroll administration	✓		Application/Interview
Proficient in the use of standard office software and technology e.g. word processing, databases, spreadsheets and outlook	✓		Application/Interview/ Assessment
3. SKILLS			
Ability to deal confidently with a wide range of information and to produce high quality, accurate and meaningful documentation	✓		Application/Interview/ Assessment
Ability to exhibit a high level of confidentiality	✓		Application
An analytical approach to work and problems, skilled in finding solutions that meet the needs of the business, system users and information recipients	✓		Application/Interview
Ability to accurately undertake numerical calculations e.g. payroll	✓		Application/Interview/ Assessment
Demonstrable ability to consult and communicate clearly and effectively, both orally and in writing, and to develop positive working relationships	✓		Application/Interview
Excellent accuracy and attention to detail in all aspects of work	✓		Application/Interview

SUMMARY OF MAIN TERMS AND CONDITIONS

Contract Term:

This is a permanent position.

Remuneration:

FSC Grade: Team Member

FSC Salary Grade: Scale Points 10 – 13, actual salary will be £17,697 - £20,195 per annum (the equivalent hourly rate would be £9.08 - £10.36 per hour).

The point of entry within the salary grade will be dependent upon qualifications and experience. Further incremental progression within the grade will be subject to meeting required standards and satisfactory individual performance reviews.

The salary is paid monthly in arrears by BACS transfer. The salary scale is reviewed annually.

Hours of work:

The hours of work are 37.5 hours per week, which will normally be worked over five days, Monday to Friday, with a 30-minute unpaid lunch break each day. Flexibility regarding hours worked will be required and the position may require some occasional evening and weekend working. The working pattern can be discussed further at interview.

The post holder may occasionally have to travel to attend training events/workshops or meetings at other FSC or external locations. Where this is required this would be agreed in advance and appropriate notice would be given.

Annual & Bank Holidays:

The holiday year runs from 1 January to 31 December each year. You will accrue an entitlement to paid annual holidays equivalent to 5.6 working weeks during a complete holiday year. This entitlement includes the Public/Bank holidays or substitute days (as defined in FSC's Employee Handbook) when they fall on a contractual or scheduled day of work. For anyone who joins part way through the year they will receive a pro-rata entitlement of the 28 days.

In addition to the above, we recognise and reward staff loyalty by awarding additional paid leave days, based on length of service, up to a maximum cumulative total of 5 additional days paid leave.

Pension:

The post-holder will be eligible to join one of FSC Pension Schemes.

Sickness:

During periods of certified sickness the post-holder will be eligible to receive sick pay in accordance with FSC's sickness absence procedures. The payment of sick pay is subject to compliance with FSC's rules for the notification and verification of sickness absence, details of which will be provided to the successful applicant upon commencement of employment.

Additional Employee Benefits:

These include an Employee Assistance Programme, Life Assurance* and Health Cash Plan with Westfield Health* (*exclusions apply). Further details are given on appointment, as applicable, or are available by contacting Human Resources at FSC Head Office on 01743 852134.

Probationary Period:

This post has a three month probationary period, during which your suitability for the post will be assessed.

Post Classification / Criminal Records Check Requirements:

This post has been classified as **Category C** (as defined in the FSC Code of Conduct) which means it is **not exempt** from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). No criminal records check is currently required, however, the post holder must still meet the acceptance criteria as defined in the FSC Code of Conduct.

FIELD STUDIES COUNCIL: BACKGROUND INFORMATION

Field Studies Council (FSC) is an environmental education charity providing informative and enjoyable opportunities for people of all ages and abilities to discover, explore, and understand the environment.

Our Mission is to bring environmental understanding to all.

Our Vision is inspiring environmental understanding through first-hand experience

What we believe -

FSC believes that the more we understand about and take inspiration from the world around us the more we can appreciate its needs and protect its diversity and beauty for future generations.

In all we do, we are committed to:

- **Delivering first hand experiences.** FSC uses the environment to inspire. Taking in its sights, sounds and smells has the ability to motivate, deepen knowledge and broaden horizons.
- **Providing opportunities for everyone.** FSC strives to provide opportunities for everyone regardless of age, ability or background.
- **Sustainability for the future.** A commitment to the environment is at the heart of everything FSC does: how we run the charity, what people learn on our courses and through our publications.
- **A caring attitude.** From the way we treat our customers, our staff, the environments we work in and the feel of our locations, FSC demonstrates a personal approach with great care taken in everything we do.

What we do -

For more than 70 years FSC has touched the hearts and minds of people of all ages through courses at our network of learning locations, work overseas and the production of resources. Each year over 140,000 people experience FSC many through a visit to one of our learning locations

- Learning outside the classroom experiences with their school, college or university
- Professional training courses for environmentalists and teachers
- Natural history courses
- Identification guides and free resources
- Funded projects both in the UK and abroad
- Art courses
- Family holidays
- Campaigns for the right to outdoor learning and fieldwork

Some of the FSC's proudest moments have arrived when trying to reach those who would not be able to have an FSC experience without some help. In 2014, thanks to FSC members and donations from individuals and Trust Funds, we were able to provide support for over 1000 young people who otherwise would not have been able to take part.

Despite all that we have achieved so far, we hope to provide even more opportunities for people of all ages and abilities to discover, explore and understand the natural world. However, as an Investors in People charity, we realise we can't achieve this without staff that have a real passion for the work of the charity and a pride in their role within it. Every role in the charity is vital to delivering its mission and vision – if this inspires you and you meet the requirements of the post we would love to hear from you.

For more information please also visit www.field-studies-council.org

FSC Head Office

FSC Head Office is based in a rural location 4 miles west of Shrewsbury, close to FSC's Preston Montford Field Centre, near Montford Bridge. FSC Head Office provides a number of central functions to support the work of the charity and to support our Learning Locations: these include Biodiversity, Digital Services, Education, Finance, Human Resources and Marketing. The Chief Executive and Directors are based at Head Office and provide the strategic and organisational direction for this successful charity. There are currently approximately 50 staff based at FSC Head Office.