



# ROLE PROFILE

Role Profile			
<b>Job Title</b>	Interim Payroll Technical Specialist (FTC)		
<b>Department</b>	HCM Project		
<b>Reports to</b>	HCM Project Manager		
<b>Location</b>	Remote with opportunity to work from our office	<b>Shift Pattern</b>	Office hours as per company terms and conditions

<b>Job Purpose</b>	<p>During the strategic implementation of our HR/Payroll (HCM) solution to work as part of the wider project team in the implementation of MHR's iTrent solution.</p> <p>This role will be focussed as part of the payroll workstream on:</p> <ul style="list-style-type: none"> <li>• User acceptance testing script development, testing and error resolution in conjunction with the solution supplier</li> <li>• Future process design for the payroll and pensions related system configuration.</li> <li>• Undertaking end-to-end payroll processes, reporting and reconciliations in the test environment.</li> <li>• Parallel run reconciliations between the current payroll solution and iTrent to identify and resolve issue and errors.</li> <li>• Supporting the solution go-live and user support.</li> </ul>
<b>Key Competencies and Outputs</b>	<p>You have a strong knowledge of the end-to-end payroll lifecycle and are familiar with HR and HCM systems.</p> <p>Knowledge, understanding and practical experience in relation to the implementation of a payroll solution.</p> <p>Support assurance that implemented systems and processes are compliant, advising internal and external customers accordingly.</p> <p>Analytical skills using tools to support testing and reconciliation to ensure successful completion of User Acceptance Testing and payroll parallel runs prior to solution go-live.</p> <p>Support the development of new processes and guidance within the Payroll and Pensions related aspects by working alongside colleagues and stakeholders.</p> <p>Drives efficiencies with key payroll processes and support training to key team members to ensure knowledge and understanding is transferred and maintained.</p> <p>Identify and specify HR system payroll configuration issues or improvements. Reflecting enhancements to HR system functionality</p>

	<p>delivered by system provider, in transactional and other processes, as required.</p> <p>The accountabilities listed here are not an exhaustive list. The post holder will be required to work in any area of the business and deliver ad-hoc duties as and when directed.</p>
<p><b>Experience, Knowledge, Skills and Qualifications</b></p>	<p>An excellent working knowledge of statutory pay related legislation, pension scheme regulations and employee terms &amp; conditions. Record of accomplishment in continuing professional development to ensure personal knowledge and skills alongside that supporting customer compliance.</p> <p>Desirable previous experience of using MHR's iTrent solution or similar HR/Payroll solution.</p> <p>High level of IT literacy with advanced levels of Excel.</p> <p>Confident use of IT systems and associated reporting tools to efficiently extract, analyse and work with complex data.</p>
<p><b>Corporate Standards</b></p>	<p>In accordance with Delt's organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, customer confidentiality and appropriate information governance.</p> <p>All employees must always act in accordance with appropriate legislation and regulations, codes of practice and Delt's policies and procedures.</p> <p>All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures.</p> <p>Undertake all duties regarding the Delt equalities policy and relevant legislation.</p> <p>In a 'people first' environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behaviour for them and their team(s).</p>