

## Job Description

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| <b>Job Title</b>                            | HR and Payroll Functional Analyst |
| <b>Directorate</b>                          | Strategy and Change               |
| <b>Service Area</b>                         | People and Organisational Culture |
| <b>Grade</b>                                | 6                                 |
| <b>Competency Level</b>                     | 2                                 |
| <b>Salary</b>                               | £35,412 - £39,862                 |
| <b>Job Type</b>                             | Hybrid                            |
| <b>Location</b>                             | Cunard Building                   |
| <b>Disclosure and barring service (DBS)</b> | Not applicable                    |
| <b>Job Evaluation Ref No</b>                | A9958                             |

## Job Purpose

To provide support across areas of design, programme management and testing for HR and Payroll related functions throughout the implementation of an Enterprise Resource Planning (ERP) programme.

## Directly Responsible For:

Not applicable

## Directly Responsible To:

HR & Payroll lead

## Main Areas of Responsibility:

### Design

- Support HR and Payroll leads through design workshops.
- Support the production of design documentation, including completing configuration workbooks, mapping workflows, reviewing user guides and training materials and identifying areas for continuous improvement.
- Support other workstreams (change, data, integration) with functional design knowledge and input where needed.
- Work with stakeholders to ensure data readiness for transition to the new system

### Testing

- Create and maintain test data
- Write test scenarios, ensuring they represent the full set of functionalities being tested
- Execute test scripts as per the test plan created by the Test Lead
- Record and analyse test results, instigating and progressing error procedures for any faults found
- Produce project progress reports for the Test Lead and other stakeholders.
- Escalate risks to Test Lead and tracking of bug fixes
- Co-ordinate UAT (User Acceptance Testing)

## **Supervision and Management Responsibility:**

- No supervisory or line manager responsibility

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic, and environmental benefits for the council, residents, and communities

## **Physical Demands of the Job:**

- You will be required to sit stationary and use a computer for sustained period of time

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance

- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **level 2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- CIPD or CIPP qualification and/or equivalent proven experience in HR and Payroll related functions (A/I)
- Project management qualification or relevant experience (A/I)

### Desirable

- Understanding of one or more core HR, Learning and Organisational Development or Payroll, functions, processes and best practices

### Desirable

- Experience delivering effective outcomes in a programme management setting
- Understanding of cloud HCM, Payroll or ERP systems
- Experience of designing and executing systems testing

## Skills/Abilities

### Essential

- Demonstrable attention to detail in compliance with project management frameworks (A/I)
- Ability to collaborate with key leads across People and Organisational Culture and other stakeholders to understand their needs and provide analytical support (A/I)
- Ability to meet tight deadlines in a fast-paced project environment (A/I)
- Experience of using HR and Payroll systems and/or specialised software (A/I)
- Ability to communicate technical information to a range of technical and non-technical stakeholders (A/I)

### Desirable

- Experience of providing functional support on an ERP implementation programme

## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council