

Person Specification

Position Title	HR Adviser Pay, Employee Benefits & Pension
Team	Human Resources
Directorate	Corporate Services
Responsible To	Senior HR Consultant - Pay, Employee Benefits & Pension

Person Specification

Qualifications, training & professional membership	<ul style="list-style-type: none"> • Qualified to SCQF 6/ CIDP 3/ Payroll or Pension CIPP certificate or able to demonstrate equivalent relevant experience. 	Essential
	<ul style="list-style-type: none"> • Evidence of continuous professional development 	Desirable

The successful candidate will demonstrate evidence of the following experience, knowledge, skills and understanding. Evidence will be sought for selection purposes.

Experience in Payroll/Benefits and Pension processing including the delivery of statutory reporting and extensive knowledge of statutory Payroll and Pension regulations and compliance.	Essential
<ul style="list-style-type: none"> • Excellent prioritisation and organisational skills 	Essential
<ul style="list-style-type: none"> • Ability to support colleagues in alignment with our vision and values 	Essential
<ul style="list-style-type: none"> • A proven ability to plan, workload and assignments 	Essential
<ul style="list-style-type: none"> • Experience of working with people and groups and contributing confidently 	Essential
<ul style="list-style-type: none"> • Ability to bring forward proposals for improvement and contribute to our organisational effectiveness. 	Essential
<ul style="list-style-type: none"> • Ability to develop relationships across HR 	Essential
<ul style="list-style-type: none"> • Be seen as a trusted colleague who can be relied upon to deliver superb outcomes 	Essential

<ul style="list-style-type: none"> • Ability to take a view in the analysis and resolution of issues and provide recommendations 	<p>Essential</p>
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Competencies & Values Framework

Applicants will also be measured against the following competencies as per the Competency Level outlined in [Our Competency & Values Framework](#):

- Customer focused**
 - is respectful and courteous to customers/clients
 - understands and resolves customer/clients needs
 - takes opportunities to improve customer/client services
 - is aware of service levels expected and strives to meet them
 - seeks and acts on feedback from customers/clients
 - supports others when dealing with customers/clients.

- Works Effectively with others**
 - treats others in a fair and equal manner
 - considers and respects other peoples ideas/opinions
 - co-operates with others in the workplace
 - adapts own views and ideas for the good of the team
 - goes out of their way to help others.

- Managing change**
 - is willing to try new or different ways of working
 - displays a flexible attitude to duties and responsibilities
 - reprioritises own work when deadlines are changed
 - helps others to adapt to change.

- Taking Ownership and Responsibility**
 - manages own time effectively and works productively
 - responds positively to feedback and takes appropriate action
 - ensures own knowledge and skills are sufficient for the job
 - considers how own behaviour affects others and changes accordingly
 - recognises and acts when something needs to be done.

Communicating Effectively

- listens carefully and asks questions if understanding is unclear
- uses simple and clear language
- seeks advice when necessary
- provides clear and accurate information

Planning and Decision Making

- works in a planned and organised way
- follows instructions and procedures
- understands what decisions can be taken within own duties and makes them when required.
- takes account of available resources when planning own work activities.