



Northern Ireland
Assembly



Payroll Supervisor

£33,407- £34,562

Candidate Information Booklet

Completed Application Forms must be submitted no later
than 12 noon (UK time) on Friday 08 November 2024

Please retain a copy of this booklet for your reference
throughout the selection process.

Foreword

Thank you for your interest in the position of Payroll Supervisor AG7 in the Northern Ireland Assembly Commission (the Assembly Commission).

The Assembly operates in a dynamic political and parliamentary environment, and as a newly appointed Payroll Supervisor you will be provided with an excellent opportunity to make an important and valued contribution to the work of the Assembly at Parliament Buildings.

Working at the Assembly offers a rewarding career. This is an exciting opportunity to join a high-profile organisation with a dedicated and inclusive team.

In turn, we offer a competitive salary and an excellent pension provision where you contribute between 4.6 and 8.05% of salary and the Assembly Commission will contribute a further 34.25%.

We offer an annual leave allocation of 25 days, increasing by one day per year up to a maximum of 30 days. In addition, we offer 12 days of public and privilege holidays. We also offer a range of other [employee benefits listed on the Recruitment website](#).

Please read the information provided in the candidate information booklet carefully and if you are interested in this exciting post, I would encourage you to submit your application.

If you would like to find out more about the post before making an application please contact Helen McAvoy or telephone 02890 418362.

Paula McClintock
Head of Finance

About Us

The Assembly is at the heart of political and public life as the democratically elected parliament that represents the interests of Northern Ireland and its people.

Established as a key element of the Belfast (Good Friday) Agreement, the Assembly comprises 90 Members and has three main functions - making legislation, scrutinising the Executive and representing constituents.

In accordance with the Northern Ireland Act 1998, the staff, services and facilities which are needed to support the work of the Assembly are provided by the Assembly Commission, a corporate body comprising the Speaker and five Members of the Assembly. The day-to-day running of the Assembly is delegated to the Clerk/Chief Executive and the Senior Management Team (SMT).

The Assembly Commission therefore provides the infrastructure (including Parliament Buildings), facilities and staff to allow the Assembly and its Committees to meet and to encourage public awareness of, and engagement with, the parliamentary process. It also pays the salaries of Members and reimburses the expenses which enable them to undertake their duties both at the Assembly and in their constituency offices.

The Assembly Commission is a high-achieving and professional organisation providing impartial support to the Assembly and its Members. The Assembly Commission is independent of the Executive and the Northern Ireland Civil Service.

The Assembly Commission has approximately 370 staff and an annual revenue budget of £58m. [Our organisational structure is illustrated on the Northern Ireland Assembly Recruitment website.](#)

Contents

| | |
|--|----|
| About the Role | 2 |
| The Person | 2 |
| Core Responsibilities | 2 |
| Essential Criteria | 4 |
| Shortlisting Criteria | 4 |
| Assembly Skills and Behaviours | 5 |
| Equal Opportunities Statement | 5 |
| Location | 5 |
| Completing the form | 6 |
| Recruitment and Selection Framework | 6 |
| Stages of the Selection Process | 7 |
| Disability Confident | 8 |
| Key Employee Benefits | 9 |
| Terms and Conditions of Appointment | 9 |
| Equality Monitoring | 10 |
| Merit List | 10 |
| Communication during the recruitment process | 10 |
| Further Information | 10 |

About the Role

This role has responsibility for a number of key administrative tasks within the Payroll team to prepare payroll records for processing. This includes ensuring compliance with HMRC guidelines and statutory reporting guidelines for all payrolls. The postholder will report to the Payroll and Pensions Manager, and be responsible for overseeing the work of the Clerical Officer.

The Person

As a new Payroll Supervisor, you will take responsibility for a professional and high-quality approach to your work, building of trust with colleagues, respecting the importance of discretion and integrity, and working closely across teams to achieve best outcomes.

You should have the ability to communicate clearly and effectively as you carry out your new and important role and you must also be willing and keen to adopt a customer facing focus, as you engage with a wide range of people involved within business at Parliament Buildings.

Core Responsibilities

The main duties / responsibilities of the post include:

- Ensuring that all Members, Members' and Party support staff, secretariat staff and all pensioners (under the Assembly Members' Pension Scheme) receive accurate salaries on their due date in accordance with the set guidelines.
- Investigating any queries and resolving any issues relating to pay. Escalating any compliance issues arising from the administration of the Determination or Financial Assistance to Political Parties (FAPP) Scheme in force at that time to the Pay and Pensions Manager.
- Ensuring compliance with Government and HMRC guidelines by checking that all statutory payments have been calculated correctly. This includes

Statutory Sick Pay (SSP), Statutory Maternity Pay (SMP), Ordinary Paternity Pay (OPP), Additional Paternity Pay (APP) and Adoption Pay;

- Updating the HMRC Gateway each month to ensure that online filing information is correct and sent to HMRC prior to published deadlines. Importing information into the payroll each month including tax code amendments and student loan deduction start and end dates. Downloading P45's for leavers;
- Developing and maintaining effective working relations with a wide range of internal and external stakeholders, including Members, Members' and Party support staff;
- Providing support and advice to Members' and Party Signatories in relation to the administration of the Determination or FAPP Scheme in force at that time, particularly in relation to the recovery of support staff costs, and management of commitments and budgets;
- Providing reliable, consistent, high quality and timely information and support to the Payroll & Pensions Manager as required. Including downloading reports from ITRENT, and other supporting systems, and exporting them to Excel to facilitate further analysis, assisting in audits, Freedom of Information Requests, implementation of pay awards and any other information and statistics to third parties as and when requested;
- Checking that the work of the Clerical Officer is accurate and that it is completed in accordance with Assembly Commission procedures, ensuring procedures are updated when necessary. This includes checking manual calculations of salary, overtime, pay in lieu of notice, annual leave payments and redundancy payments;
- Compliance with General Data Protection Regulations and ensuring records are stored correctly and in line with Commission policy;
- Complying with the Commission's Equal Opportunities and Dignity at Work policies and procedures; and

- Carrying out any other duties that the Assembly Commission reasonably requires.

Essential Criteria

Applicants must, by the closing date for applications, have:

1. A BTEC Level 3 Award in Payroll Techniques or equivalent qualification*;

AND

At least two years' experience in each of the areas detailed at a) - c) below:

- a) Experience working in a Payroll office, overseeing the input of payroll records, such as overtime claims, change of hours, new starters, leavers, payment of lieu in notice or statutory payments. (In providing a response to this, please clearly outline the specific payroll duties undertaken); and
- b) Experience of operating a computerised payroll system.
- c) Using effective verbal and written communication skills to provide payroll advice and support on procedures and policies to stakeholders.

OR

2. At least four years' experience in the areas outlined at points a) - c) above.

* Candidates who do not currently hold at least a BTEC Level 3 Award in Payroll Techniques will be expected to complete this or an equivalent payroll qualification within two years of successfully completing their probationary period.

Shortlisting Criteria

Should shortlisting be required, the following shortlisting criteria will be applied:

One years' experience of monitoring budgets.

Assembly Skills and Behaviours

The following Assembly Skills and Behaviours will be assessed during the selection process:

Delivering a quality service

...is about providing a high-quality and efficient service to our customers. It is thinking ahead, managing resources effectively and delivering work on time and to a high standard. It is also using professional or technical expertise to enhance service delivery.

Building relationships and effective communication

...is creating and maintaining positive, professional and respectful internal and external working relationships through effective and appropriate communications.

Managing and leading self and others

... is setting high standards for ourselves. It is about guiding, motivating and developing others to achieve high performance. It is about engaging others in delivering a corporate vision of excellence, expertise and innovation in support of the Assembly as a legislature.

Equal Opportunities Statement

The Assembly Commission is committed to equality of opportunity in employment and welcomes applications from all suitably qualified applicants irrespective of religious belief, political opinion, race, age, gender, disability, marital status, sexual orientation or people with dependents or without. **All applications for employment will be considered on the basis of merit.**

Location

The successful applicant will be based in Parliament Buildings, Belfast.

The Assembly Commission operates a Hybrid Working Policy and the balance between working in Parliament Buildings and working at home will vary depending on the post, business need and the preference of the member of staff within the parameters of the Policy.

Completing the form

Only the information presented in the application form will be considered by the selection panel. CVs or other supplementary material will not be accepted in place of, or in addition to, completed application forms. Completed online forms must be submitted by **12 noon (UK time) on Friday 08 November 2024**.

[Launch the application portal and complete the application form.](#)

Application forms submitted after the closing time and date will not be accepted.

Recruitment and Selection Framework

There are five elements within the Recruitment and Selection Framework:

Experience – the knowledge or mastery of an activity or subject gained through involvement in or exposure to it.

Ability – the aptitude or potential to perform to the required standard.

Technical – the demonstration of specific professional skills, knowledge or qualifications.

Assembly Skills and Behaviours – the actions and activities that people do which result in effective performance in a job.

Strengths – the things we do regularly, do well and that motivate us.

The elements that will be assessed for this role are Experience, Ability, Technical, and Assembly Skills and Behaviours and the selection method(s) that

will be used are detailed below. Further information on the [Recruitment and Selection Framework](#) are included in the [Guidance on Recruitment and Selection for Applicants](#).

Stages of the Selection Process

Online Testing

Online testing may be used as a shortlisting tool. Invitation to test does not imply that an applicant possesses the essential criteria. The tests will be held online and instructions and further information will be issued to applicants after the closing date for applications. Only those applicants who meet the minimum standard and who score highest in the tests, will be considered for the next stage of the selection process: the eligibility sift.

Online testing (if required) is planned for: 15-19 November 2024

Eligibility Sift

The essential criteria reflect the experience and knowledge that an applicant must possess in order to be able to undertake the role. An eligibility sift will be carried out on the basis of the information contained in the essential criteria section of the application form. You must therefore demonstrate clearly in your form how, and to what extent, you meet with the essential criteria for the post.

Shortlisting

The Selection Panel reserve the right to use shortlisting as part of the selection process for this post. Should shortlisting be used, the shortlisting criterion listed at page 4 will be applied. The Selection Panel reserve the right to set a minimum standard for the shortlisting criterion and/or to only invite those who score highest in the shortlisting criterion to the next stage of the selection process. If shortlisting is not necessary, all applicants who have demonstrated the essential criteria will proceed to the next stage of the selection process.

Interview Stage

Applicants invited to interview will be assessed using the Essential Criteria and Assembly Skills and Behaviours as outlined above.

Interviews are planned for: 11 & 12 December 2024

Further Interview Stage

The Selection Panel reserves the right to hold a further interview stage if deemed necessary.

Disability Confident

The Assembly Commission is a Disability Confident Committed Employer and for our recruitment, we have committed to:

- ensuring our recruitment process is inclusive and accessible;
- communicating and promoting vacancies;
- offering an interview to disabled people who meet the essential criteria for the job (the Guaranteed Interview Scheme); and
- anticipating and providing reasonable adjustments as required.

The Guaranteed Interview Scheme (GIS) supports applicants with disabilities or those with a long-term impairment or health condition, that is expected to last for at least 12 months by offering an interview to disabled people who meet the essential criteria for the job. If you are applying under GIS it is therefore important that you include all relevant information in your application form. You should refer to the Guidance on Recruitment and Selection for Applicants for more information.

If an assessment or test is used as a shortlisting tool, then applicants applying under GIS will not be required to complete the assessment or test and will be offered a guaranteed interview, provided that they demonstrate in their application form that they meet the essential criteria for the role.

In instances where an assessment or test forms part of the selection process and is not a shortlisting tool, then all applicants must meet the minimum standard required for that assessment or test, including those applying under GIS.

If you wish to submit your application under the GIS, or if you require adjustments to enable you to participate in any part of the selection process, please indicate this on the application form or contact us at recruitment@niassembly.gov.uk. **Please note that you will be required to provide written confirmation of your disability or long-term health condition from a general practitioner or an appropriate specialist, by the closing date for applications.**

You can get advice or assistance with making an application from your local Jobs and Benefits Office – contact details are available on NIDirect: [Find contact details for your local Jobs and Benefits Office.](#)

Key Employee Benefits

We offer a competitive salary, excellent pension provision and generous annual leave allowance.

We also offer a range of non-salary benefits which include hybrid working; supportive family friendly policies; flexi-time; health and wellbeing initiatives including an Employee Assistance Programme; supported learning and development; Cycle to Work Scheme; Payroll Giving; and volunteering opportunities.

The successful applicant will be given suitable training, including formal specialised courses as necessary.

As an equal opportunities employer, we are happy to talk about the possibility of flexible working in this role with the successful applicant.

[View further details of our employee benefits.](#)

Terms and Conditions of Appointment

This is a permanent appointment. The successful candidate will be an employee of the Assembly Commission. All appointments are subject to the satisfactory completion of pre-appointment enquiries which include an Access NI basic check

and the satisfactory completion of a six-month probationary period.

The standard working week is 37 hours, (excluding meal breaks). Working hours will be dictated by the mode of operation of the Assembly and may involve work into late evenings and on occasions, at weekends and on public holidays.

The taking of annual leave may be influenced by the Parliamentary timetable.

Equality Monitoring

Under Fair Employment legislation, we are required to monitor the community background and gender of those applying for jobs. You must therefore complete the equal opportunities monitoring section of the application form when applying for the post.

Merit List

The merit list of applicants deemed to be appointable will remain “live” for 18 months from the date it is signed and may be used to fill any further permanent or fixed term opportunities for the same post.

Communication during the recruitment process

The Assembly Recruitment Team will issue most communication electronically. You should therefore regularly check your email account to make sure you do not miss any important communication. Please note, sometimes the Recruitment Team emails are automatically filtered as spam by email providers.

Further Information

If you require more information on the recruitment process, please contact the Assembly Recruitment Team on 02890 521741 or email us at recruitment@niassembly.gov.uk.

Further information about the Assembly can be obtained on the [Northern Ireland Assembly website](#).

The Candidate Information Booklet does not constitute any term or condition of employment.