

## Royal Hospital for Neuro-disability

### Job Description

<b>Job title:</b>	HR and Systems Compliance Advisor
<b>Department:</b>	Human Resources
<b>Salary grade:</b>	£27,000 – £33,000 per annum (depending on experience)
<b>Responsible to:</b>	HR Business Partner
<b>Responsible for:</b>	no direct reports
<b>Behavioural Framework:</b>	Employee

### Scope

The RHN is a leading national centre of excellence, providing adult person-centred services that span the entire care pathway from post-acute rehabilitation services to end of life care, for people with complex Neuro-disability and their families, underpinned by a strong research and education programme.

The HR and Systems Compliance Advisor will play an integral role within the dynamic HR team, dedicated to maintaining exceptional standards across all HR services. Working closely with the HR Assistant and Senior HR Advisor, this position reports to the HR Business Partner and is responsible for managing various HR and payroll processes, ensuring compliance with regulations and supporting stakeholder management. The role will involve working closely with HR systems, handling payroll processing, compliance management and participating in ad hoc projects to enhance efficiency.

### Main objectives of the role

1. Process employment changes through payroll, ensuring accurate entitlement calculations and documentation for accurate and timely payments for all staff.
2. Ensure compliance with internal processes and policies, including right to work checks, DBS checks and professional registrations
3. Support HR systems management, maintaining high levels of data accuracy within HR systems, ensuring timely updates and records management.
4. Provide support to stakeholders, including managers and staff on HR-related queries and processes.

5. Contribute to process improvements and system enhancements to streamline HR operations.
6. Maintain thorough documentation and records related to HR and payroll activities.
7. Support the implementation of new HRIS and processes, ensuring a smooth transition and user adoption.
8. Foster effective communication and collaboration across departments, particularly with Finance, Recruitment, Temporary Staffing and IT teams.
9. Uphold confidentiality in handling sensitive employee information and HR-related matters.

## **Key responsibilities**

1. Manage employment changes related to maternity, flexible working, contract variations, probation extensions, leavers and increments through the payroll system. Ensure accurate calculation of entitlements such as annual leave and salary, issue relevant letters, maintain effective staff liaison and accurately record all changes on local trackers and HR systems.
2. Monitor and maintain compliance with HR regulations, including right to work checks, DBS processes and professional registrations, ensuring timely reminders, escalations and necessary actions are taken to mitigate risks.
3. Collaborate across departments to manage escalations, streamline processes, issue necessary communications, escalate critical matters as appropriate and generate compliance reports for senior management team.
4. Manage employee records and HR systems, ensuring data integrity, confidentiality and accessibility, while also supporting data analysis and reporting requirements for decision making and compliance purposes.
5. Support effective communication and collaboration with various stakeholders, including managers, employees and cross-functional teams, by providing timely assistance, guidance and documentation for HR-related queries and processes.
6. Identify opportunities for streamlining HR processes, improving efficiency and enhancing user experience through automation, technology adoption and best practice implementation.
7. Manage HRIS and other HR technology platforms effectively to ensure data accuracy, security and usability, while also supporting system maintenance, upgrades and user training as needed.
8. Actively participate in ad hoc projects aimed at process improvement, system enhancements and compliance initiatives, proactively identifying opportunities for streamlining HR processes and improving efficiency through automation and technology adoption.
9. Provide first line advice on HR policies, procedures and terms and conditions of employment including annual leave, time off work, flexible working, maternity, paternity and shared parental leave.
10. Attend HR team meetings actively contributing and presenting on areas relevant to the role including a monthly update report and KPI review.

11. Provide support to line managers at the first stage of sickness management and take notes in some investigatory meetings and final stage sickness and disciplinary meetings when required.
12. Deliver training to stakeholders around HR practice and procedure.
13. Stay updated on industry trends, regulatory changes and best practices in HR and payroll administration, and actively seek opportunities for professional development to enhance skills and knowledge.

## **Person specification**

### **Essential and Desirable:**

1. Educated to degree or demonstrable experience to this level (E)
2. CIPD qualified or willing to work towards (E)
3. Proven experience in HR and payroll administration, preferably in a similar role (E)
4. Strong understanding of HR compliance regulations and best practices (E)
5. Previous experience in healthcare or similar industry (D)
6. Experience in stakeholder management, including providing support to managers and collaborating with cross-functional teams (E)
7. Ability to manage payroll processes and systems effectively (E)
8. Familiarity with payroll software and systems (E)
9. Proficiency in MS Office suite, in particular Excel and HRIS systems (E)
10. Ability to effectively communicate with stakeholders at all levels (E)
11. Excellent verbal and written communication skills (E)
12. Excellent customer service (E)
13. Attention to detail and accuracy in data management (E)
14. Strong organisational skills with the ability to manage multiple tasks and prioritise effectively (E)
15. Proactive problem-solving skills with the ability to resolve issues independently (E)
16. Ability to learn quickly (E)
17. Adaptability and flexibility to handle changing priorities and deadlines (E)
18. Evidence of commitment to continuous professional development and knowledge of current trends within HR practice (E)
19. Experience in identifying opportunities for process streamlining and efficiency improvement through automation and technology adoption (E)
20. Knowledge or understanding of AI and its applications in HR or payroll processes (E)

## Our values

### Seeing the whole person

Understanding who our patients and residents are and what their specific needs involve. Taking an interest in everyone at the RHN – staff, patients, residents and their families – seeing the whole person, with interests, hobbies and commitments. Providing high quality customer service, developing ongoing relationships and caring for patients as individuals.

Treating people as individuals, meeting and exceeding their expectations and treating them with respect, dignity and consideration. It is about providing an exceptional patient/customer experience.

### Delivery on promises

Doing what we say we will do. Working together to deliver the best possible service for patients, carers and key stakeholders. Taking personal responsibility, being pioneering and sharing knowledge, ensuring clarity, compassion and respect.

### Willingness to learn

Giving staff and volunteers the time, support and opportunities to develop both themselves and their roles. Developing new skills, knowledge and technologies, and taking the time to reflect on successes and setbacks.

Demonstrating a commitment to continuous professional and personal development and a flexible approach to working. Being aware of what is over the horizon, anticipating opportunities and having the vision to look forward. Accepting the need for change and developing a culture of continuous learning and improvement.

### Honesty and integrity

Acting as a role model and setting an example that motivates and inspires others. Providing a clear direction that recognises and utilises the strengths of our people. Working with a positive attitude, being friendly, open and honest in interactions with others. When mistakes happen, talking honestly and openly about them, to make sure that they don't happen again.

The job description is not exhaustive and will be reviewed in light of changing needs and organisational development, in consultation with the post holder.

I have read, understood and accepted the responsibilities, expectations and behaviours outlined above.

Signed:

Date