

SOUTH WALES FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

Department	Payroll, Pensions and Budget Team - Human Resources
Post	Payroll Officer
Post No	NU078
Grade	6 (Pending job evaluation)
Location	South Wales Fire & Rescue Service Headquarters Llantrisant
Responsible to	Assistant Payroll Manager
Responsible for the Supervision of:-	N/A

Essential criteria marked in bold with an asterisk* will be used for short-listing purposes. Please ensure you address these requirements in your application form (under the Experience and Other Information section). You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge experience and abilities relevant to the post.

Where a qualification is highlighted as being an 'Essential Criteria' you will be required to provide a copy of your Certificates with your Application Form.

Factor	Evidence	Essential/ Desirable	How Identified
Qualifications	Recent demonstrable payroll experience – minimum 3 years*	Essential*	Application*/ Interview
	Relevant payroll qualification	Desirable	Application/ Interview
Knowledge/ Experience	Current knowledge and experience of payroll processes and procedures (including PAYE, NIC and HMRC regulations, SMP, SPP and SSP)*	Essential*	Application*/ Test/Interview
	Current knowledge of Data Protection Act (GDPR) and the practical implications.*	Essential*	Application*/ Interview
	Experience of Microsoft Office applications (e.g. Word, Excel, Outlook, and PowerPoint)*.	Essential*	Application*/ Test/Interview
	Ability to communicate through the medium of Welsh.	Desirable	Interview
	Current knowledge of Local Government (Green Book) and National Fire & Rescue Service (Grey Book) Terms and Conditions	Desirable	Application/ Interview

Personal Style	Ability to maintain a professional, confident and resilient attitude in challenging situations*	Essential*	Application*/ Interview
	Ability to embrace and value diversity and demonstrate a fair and ethical approach in all situations.	Essential	Interview
	Ability to work in full compliance with organisational policy and legislative guidance, respecting any sensitive information that is presented.	Essential	Interview
Intrapersonal	Committed to supporting change and the ability to adjust approach to meet changing requirements.	Essential	Interview
	Ability to work within a Team and prioritise workloads accordingly in order to meet deadlines.*	Essential*	Application*/ Interview
	Ability to communicate effectively both orally and in writing to a range of different audiences.	Essential	Application/ Interview
Task	Commitment to and ability to develop self and others to improve organisational effectiveness.	Essential	Interview
	Ability to understand and apply relevant information in order to develop practical solutions.	Essential*	Application*/ Interview
	Ability to follow and utilise agreed plans in line with organisational objectives and payroll deadlines.	Essential	Interview

The successful candidate will be required to undertake a Drug and Alcohol Test and a Disclosure and Barring Service Check prior to an appointment being made.

This document is also available in Welsh. You are welcome to communicate with us in either English or Welsh. Application forms submitted in Welsh will not be treated less favorably.

