

Job Description: Detail and Payroll Coordinator



Function:	Central Detail
Position:	Detail and Payroll Coordinator
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Operations Manager
Additional reporting line to:	SPCO
Position location:	HMP Lowdham Grange

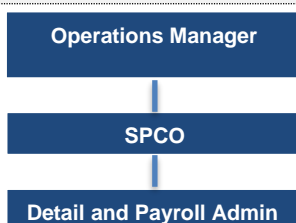
1. Purpose of the Job – State concisely the aim of the job.

Support the Detail office in maintaining its current attendance system by managing the daily staff deployment of the prison. The staff member will also assist in embedding the planning and forecasting of staffing. This role will also include collating absence management and payroll information, submitting payroll and dealing with payroll queries.

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

	n/a	Growth type: n/a	Outsourcing rate: n/a	Region Workforce	n/a
			Outsourcing growth rate: n/a	HR in Region	n/a

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Assist in the managing of fluctuating staffing levels which affect delivery of service in the establishment.
- Meet agreed targets in terms of budgets for overtime against competing priorities.
- Be able and confident to justify decisions made about the regime, in consultation with affected Managers.
- Adhere to the establishment local agreements.
- Input monthly overtime figures, checks and submit to payroll
- Deal with any incoming payroll queries relating to absence management or overtime
- Input absence management information, and provide figures for management

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Prepare, maintain, deliver and continue to scrutinise the operational staffing coverage of the establishment.
- Assist in the production of management information, regular reports, and submissions as required by management.
- To work closely and co-operate with colleagues in other areas to ensure the safe and smooth running of the prison.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Safe operational staff levels.
- Recognise efficient deployment has a direct effect on contractual delivery.
- Budget targets as set by management.
- Customer service element in dealing promptly with queries.
- A minimum amount of monthly payroll queries

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- Able to operate relevant IT applications, expressly Microsoft Excel.
- Can explain principles of the establishment attendance process.
- Experience of working under pressure and to deadlines.
- Able to manage competing work priorities.
- Can demonstrate their competency/confidence in making operational decisions in agreement with Senior Managers.

Desirable

- Previous experience in managing tight deadlines.

- Knowledge of routine payroll processes.
 - Knowledge of staffing deployment, or willingness to learn.

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

- Resilience
- Planning and organising

9. Management Approval – To be completed by document owner

Version	V1	Date	
Document Owner			

10. Employee Approval – To be completed by employee

Employee Name		Date	
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