

The Alan Turing Institute

HR & PAYROLL ADMINISTRATOR

THE ALAN TURING INSTITUTE

There has never been a more significant time to work in data science and AI. There is recognition of the importance of these technologies to our economic and social future: the so-called fourth industrial revolution. The technical challenge of keeping our data secure and private has grown in its urgency and importance. At the same time, voices from academia, industry, and government are coming together to debate how these technologies should be governed and managed.

The Alan Turing Institute, as the UK's national institute for data science and artificial intelligence, plays an important part in driving forward advances in these technologies in order to change the world for the better.

The Institute is named in honour of Alan Turing, whose pioneering work in theoretical and applied mathematics, engineering and computing is considered to have laid the foundations for modern-day data science and artificial intelligence. The Institute's goals are to undertake world-class research, apply its research to real-world problems, driving economic impact and societal good, lead the training of a new generation of scientists, and shape the public conversation around data and algorithms.

After launching in 2015 with government funding from EPSRC and five founding universities, the Institute has grown an extensive network of university partners from across the UK and launched a number of major partnerships with industry, public and third sector. Today it is home to more than 500 researchers, a rapidly growing team of in house research software engineers and data scientists and a business team.

THE ROLE

The HR & Payroll Administrator will be responsible for providing the full range of people and payroll administrative services for the Alan Turing Institute. They will be responsible for timely, accurate and efficient administration, logistics, and record-keeping, while working closely with the rest of the team to deliver efficient and engaging support to both research and operational staff.

DUTIES AND RESPONSIBILITIES

HR Administration

- Maintain and update the HR system (Cezanne) & personal files for all employees, ensuring they are up to date and accurate;
- Manage both internal and external HR & Benefits systems, ensuring employees are added and removed in a timely fashion;
- Ad hoc support across the HR & Operations teams;
- Monitoring proof of right to work to ensure that this is up to date and valid;
- Typing, processing, and sending contract changes e.g. changes in hours and recalculating holiday entitlement;
- Raise purchase orders in relations to invoices raised for recruitment and core overhead costs.

New Starter Administration

- Ensure all pre-employment, reference & background checks are completed, this includes ensuring timely submission of candidates' screening and identity documentation, and monitoring completion; as well as completing audits and monitoring expiry;

- Management of the HR Inbox, ensuring all emails are responded to in a timely and engaging manner;
- Ensure that general enquiries and correspondence such as reference letters, mortgage/tenancy applications etc are dealt with promptly.

Payroll Administration

- Maintain and update the payroll system;
- Ensure all changes are inputted and recorded correctly in line with agreed payroll processes and procedures;
- Acting as first point of contact for all payroll queries, liaising with the HR Advisor and the HR Business Partner and escalating more complex queries to payroll provider Moorepay.

PERSON SPECIFICATION

The successful candidate will have:

ESSENTIAL

- Experience in a HR/Payroll Administration role or similar
- Strong attention to detail
- Basic knowledge of employment law legislation and best practice
- Proficient IT skills, including Microsoft excel
- Experience of HR databases
- Proven track record of working in a dynamic and growing business
- Proactive and engaging approach to building stakeholder relationships at all levels
- Process driven with an organised approach to work
- The ability to multitask and prioritise a large workload
- A professional approach to work

DESIRABLE

- Experience in a Research/Higher Education institution

APPLICATION PROCEDURE

If you are interested in this opportunity, please click the apply button below. You will need to register on the applicant portal and complete the application form including your CV, covering letter and contact details for your referees. If you have questions about the role or would like to apply using a different format, please contact them on 020 3862 3575 or email recruitment@turing.ac.uk.

CLOSING DATE FOR APPLICATIONS: 21 July 2020

TERMS AND CONDITIONS

This full-time post is offered on a permanent basis. The annual Salary for this post is £25,000 per annum plus excellent benefits, including flexible working and family friendly policies, <https://www.turing.ac.uk/work-turing/why-work-turing/employee-benefits>

This job description is written at a specific time and is subject to change as the demands of the Institute and the role develop. The role requires flexibility and adaptability and the post holder needs to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.

EQUALITY, DIVERSITY AND INCLUSION

The Alan Turing Institute is committed to creating an environment where diversity is valued and everyone is treated fairly. In accordance with the Equality Act, we welcome applications from anyone who meets the specific criteria of the post regardless of age, disability, ethnicity, gender, gender reassignment, marital and civil partnership status, pregnancy, religion or belief or sexual orientation. Reasonable adjustments to the interview process can also be made for any candidates with a disability.

Please note all offers of employment are subject to continuous eligibility to work in the UK and satisfactory pre-employment security screening which includes a DBS Check.

Full details on the pre-employment screening process can be requested from HR@turing.ac.uk.