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<b>POSITION:</b>	<b>HR &amp; Payroll Administrator</b>
<b>AREA</b>	<b>Human Resources</b>
<b>REPORTING TO</b>	<b>HR Business Partner</b>
<b>LOCATION:</b>	<b>STGP Radford Head Office</b>
<b>HOURS:</b>	<b>Full Time</b>

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## WHO ARE SEVERN TRENT GREEN POWER?

Severn Trent Green Power, part of the Severn Trent plc group of companies is a successful, national, waste company with an excellent reputation in the organic waste and renewable energy sector. We operate 8 anaerobic digestion facilities, 2 in-vessel compost sites, and 3 open windrow compost sites. The company's strategy is to continue to develop as a market leader in the recycling and processing of organic wastes and generating enough renewable energy throughout the business to meet our triple carbon pledge to be carbon neutral by 2030.

## WHAT IS THE FUNCTION OF THIS ROLE?

### ROLE SUMMARY:

As an integral part of the HR team in Severn Trent Green Power, your role is to deliver HR Administration, first line advice and payroll activities. You will support employee lifecycle processes and advise managers on policy and processes. This is a full-time role based from our STGP Head office in rural Oxfordshire.

On a day-to-day basis, you will be working alongside the HR Business Partner and HR Officer in this fast-paced role where attention to detail and accuracy are critical.

### KEY ROLE RESPONSIBILITIES:

- Provide HR & payroll administration on tasks such as; recruitment, pre boarding and onboarding documentation, leavers, employee relations and family friendly processes
- Administer the monthly payroll process, liaising with the HR and Finance teams as and when relevant as well as the Group Payroll team and external payroll provider ensuring monthly feedback is given where appropriate
- As part of the payroll process, administer the employee benefits and reward platform
- Maintenance of our newly implemented HRIS (Sage people platform "Our People Hub") & HR Administration processes
- Administration of the recruitment process from role sign off through to candidate offer, assisting the HR Officer and HR Business Partner as required
- Resolve employee and line manager queries, or escalate as appropriate
- Ensure that SharePoint is updated as appropriate
- Support the annual pay review, bonus and other projects or associated administrative processes as required.

## Green Power

- Ensure Group reports are provided in a timely manner as and when requested
- Support New Talent Administration requirements
- Support L&D Administration requirements
- Maintain the electronic filing process within the HRIS
- Liaison with or escalation to the HR Officer and HR Business Partner, and senior internal stakeholders
- Be the subject matter expert on the HRIS, continuously improving the system as and when required

### WHAT DO YOU NEED TO SUCCEED IN THIS ROLE?

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#### Experience:

To succeed in this role, it is expected that you will have experience in:

- Being responsible for administering a payroll process
  - Strong administration experience
  - Building stakeholder relationships
  - Providing an excellent customer service
  - Administering an end to end recruitment process
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#### Capabilities:

- Excellent interpersonal skills with the ability to engage at all levels
  - Must be articulate in both written and verbal communication
  - Able to plan, organise and manage multiple tasks without impact on quality
  - Ability to maintain high attention to detail and produce accurate documentation
  - 'Right first time' attitude, focusing on quality – 100% accuracy required
  - Ability to work collaboratively to deliver results
  - Highly motivated, driven to exceed expectations
  - Strong IT skills
  - Ability to proactively identify issues/trends and raise these promptly for action
  - Works well under pressure, can remain patient, calm and self-controlled
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#### Qualifications:

GCSE's or equivalent in English and Maths at grade C or above

CIPD or working towards

## WHAT CAN WE OFFER YOU?

Our success depends on our people and it's our people that are making the difference every day - helping us create value for our customers by working in partnership with them to create an effective and sustainable organic waste management strategy.

In return, we offer great opportunities to grow in a company culture that fosters creativity, innovation, personal growth, job satisfaction and career development.

## REMUNERATION & BENEFITS:

- Competitive Salary
- 25 days holiday + 8 Bank holidays with the option to purchase additional leave on an annual basis
- Annual company bonus scheme (linked to key performance indicators)
- Company Pension scheme
- Occupational health cover
- Comprehensive flexible benefits scheme including Gymflex, Electric car salary sacrifice scheme, Dental and Critical Illness Insurance and our Technology Scheme where you can spread payment for a variety of Technology purchases
- Sharesave scheme - A chance to save up to £500 per month for three or five years, with the option to buy Severn Trent Plc shares at a discounted rate