



Creating great homes together

Role Profile

Position

People Services Officer

Reporting to

What you can expect

We're a magnificent place to work, where talented and ambitious people enjoy rewarding, purposeful and fulfilling careers in an inspirational environment.

- A fast paced, adaptable and collaborative environment.
- The ability to support Magna's future direction.
- Development of your skills and knowledge within a supportive team.
- Opportunities to help deliver valued differences to colleagues.
- A competitive set of terms & conditions.
- Agile working with flexibility to suit personal & business needs.
- At Magna, we are committed to your growth and professional journey. We offer ample opportunities for further training and development, empowering you to excel in your career. Our comprehensive benefits package underpins our commitment to your well-being and includes a generous Pension Scheme, Health Care Cash Plan, Wellbeing Portal and Employee Assistance Program. These resources are designed to support both your mental and physical health, ensuring your success in both personal and professional aspects of life.
- We actively support our local communities and encourage employee involvement by offering one paid day per year for volunteer activities alongside access to Credit Union facilities and Colleague Voice. You will also benefit from Company Sick Pay and a competitive annual leave entitlement, which increases progressively with your length of service over the first five years.

What you are known for

- Being an authority on your subject matter, your opinions are sought out, trusted & respected by colleagues.
- Working tirelessly to deliver outcomes that follow processes but are also fair & consistent.
- Developing effective working relationships with key stakeholders connected to your area of work.
- Strives to develop what is already there, to make it work better for everyone's benefit.

What you take care of

- Processing all aspects of the monthly payroll, including sick pay, pensions, overtime & expenses.
- Reports, annual returns & other ad-hoc requests for complex information related to pay, pensions & other benefits.
- Reviewing & developing systems & processes to ensure they are efficient & fit for purpose.
- Ensuring your work is compliant with Magna's policies, procedures & processes, as well as legislation and best practice.

What you need to be successful

- Excellent numerical skills that you can apply confidently.
- Aptitude for analysing & interpreting complex numerical data.
- Experience of working in a People or Payroll team.
- Ability to use Microsoft Office applications.
- Experience of using People/Payroll software, preferably Cascade.
- Initiative to review information & make decisions.
- Able to explain complicated concepts in simple terms.
- Works flexibly & prioritises in the face of constantly changing & competing demands.

Qualifications required

Applicants with transferrable skills are encouraged to apply.

