



Creating great homes together

# Role Profile

**Position**

**Senior People Services Officer**

**Reporting to**

**People Services Manager**

## 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 exceptional benefits package reflects our commitment to your well-being and includes a generous pension scheme and a comprehensive cash back health care scheme. We also support our local communities and encourage you to get involved by taking one paid day a year to volunteer.
- In addition to our extensive benefits package, you will receive 5 weeks of holiday annually, which can increase to 6 weeks after five years of service. Our wellbeing portal and employee assistance program are tailored to support both your mental and physical health, ensuring you thrive in both your professional and personal life.

## 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.
- A positive role model for your team.

## 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.
- Day to day management of the People Services administration team.

## 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.
- Successful team management experience.

## Qualifications required

Applicants with transferrable skills are encouraged to apply.

- Prior relevant work experience is required; specific qualifications are not essential.

Approved: V1/0325035