**PERSON SPECIFICATION (PS)**

This form lists the essential and desirable requirements needed in order to do the job.

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| **Job Title:** | **Pay & Pensions Coordinator** | **Job ref no:** | **HR-0252-25** |
| **Grade:** | **4** | **Department:** | **Human Resources** |
| **Accountable to:** | **Pay & Pensions Manager** | **Responsible for:** | **N/A** |
| **PS created by/ or reviewed by:** | **Adam Lavelle** | **Date PS created/ reviewed:** | **October 2025** |

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| **Evidence** | | |
| **Competency** | **Essential** | **Desirable** |
| Knowledge & Experience | Payroll and/or pension administration experience  Basic knowledge of PAYE, NI, SSP, SMP and other statutory payments and deductions  Excellent numeracy skills  Experience using Microsoft Excel e.g. vLookups and pivot tables | Experience in the use of the Midland iTrent system  Understanding of broader HR processes and workflows  Experience of working in higher education  Experience of administering USS and/or SAUL schemes  Experience of administering occupational pension schemes including, month end and year end reconciliations |
| Communication | Excellent communication and interpersonal skills together with the ability to build good professional relationships  Ability to explain complex information in an accessible format to a variety of stakeholders |  |
| Liaison & Networking | Experience of building and maintaining good relationships with external stakeholders |  |
| Planning & Organising | Strong attention to detail, specifically in data processing  Experience of working independently  Able to plan and organise own workload on a day-to-day basis and working to strict deadlines |  |