

<b>Job Details</b>			
Job Title:	<b>Payroll Implementation Manager</b>		
Function:	<b>Route Services</b>		
Job Reports To:	<b>Senior Payroll Operations Manager</b>		
Location:	<b>Manchester</b>		
Job Number:			
Family:		Level: <b>4</b>	Band: <b>4B</b>
(Full details on Family, Level and Band can be obtained from Human Resources)			
<b>Job Purpose</b>			
Implement the planned strategic payroll projects within Network Rail Shared Services, delivering to the agreed timescales, budget and quality in line with Network Rail standards and change governance.			
<b>Safety Details</b>			
1. This job MANAGES EMPLOYEES ( <i>review and undertake the management accountabilities identified in the Managers' Handbook</i> )	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
2. This is a KEY SAFETY POST ( <i>Section 4.1.2 of the Health &amp; Safety Management System</i> )	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
3. This job requires SECURITY CLEARANCE ( <i>e.g. Running of Special Trains</i> )	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
4. This is a SAFETY CRITICAL WORK POST ( <i>Section 4.1.3 of the Health &amp; Safety Management System</i> )	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
5. The job holder is required to hold a relevant TRACK SAFETY competence	YES	<input type="checkbox"/>	NO <input checked="" type="checkbox"/>
(refer to the Job Description guidelines for detailed information on TRACK SAFETY competences)			
<b>Key Accountabilities</b>			
<ol style="list-style-type: none"> <li>1. Deliver a professional, consistent, and effective project implementation service within Payroll Shared Services in accordance with Network Rail and Route Services governance processes and standards.</li> <li>2. Develop, maintain, and drive credible project plans and timelines along with pre-emptive and skilled risk management to avoid issues throughout the project lifecycle.</li> <li>3. Proactively manage and take the lead on payroll continuous improvement projects, using technical knowledge whilst engaging specialist expertise as required.</li> <li>4. Support Senior Payroll Operations Manager with payroll projects to deliver all related activities within project timeline to incorporate continuous improvements, training, UAT testing and parallel runs.</li> <li>5. Identify efficiencies and continuous improvement taking appropriate action to resolve issues and escalate as appropriate.</li> <li>6. Manage project timelines, change control, and progress reporting to Senior Payroll Operations Manager, providing all cost, contingency and project / programme details to demonstrate traceability of costs to the project.</li> <li>7. Develop and continually improve relations with key stakeholders within the HR and Reward teams), define and embed a customer centric culture where all team members consider the impact on customers and their future requirements.</li> <li>8. Build and maintain quality relationships with business representatives (SMEs) and stakeholders so that expectations are managed. Resolve any issues and concerns concerning payroll projects as the principal point of contact within the payroll team.</li> <li>9. Operate within the pre-agreed control framework; embed a control mind set amongst all stakeholders to reduce risk and control costs. Continually reviewing the framework for adherence, where gaps are identified, take personal ownership to define, socialise and embed improvements.</li> </ol>			

<b>Job Skills, Experience and Qualifications</b>			
<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>Project Management Qualification (e.g. PMI, Prince, MSP, Agile, APM Project, PFQ)</li> <li>Knowledge and experience as a Project Manager within a similar operation</li> <li>Exceptional customer focus/engagement/stakeholder management skills</li> <li>Proven influencing and networking skills at a management level.</li> <li>Organised and self-starter with a keen eye for detail.</li> <li>Proven analytical skills; ability to produce, interpret and work comfortably with management information in a KPI driven environment.</li> <li>Have the ability to make tough decisions needed to succeed and having the courage to honestly communicate those decisions.</li> <li>Demonstrable experience in leading service, process and system improvements applying LEAN or equivalent methodology.</li> <li>Excellent communication skills both written and verbal (comfortable presenting to senior stakeholders and/or customers)</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>Operational knowledge of payroll subject areas</li> <li>Educated to CIPP level or equivalent.</li> <li>ORACLE eBusiness Suite experience</li> </ul>			
<b>Job Description Briefing</b>			
<p>Date Job Description issued to, discussed with and understood by Post Holder -----</p> <p>Name of Post Holder: ----- Signature: -----          (I confirm I have been briefed on the requirements of this Job Description and other related documents)</p> <p>Name of immediate superior: ----- Signature: -----          (I confirm I have briefed the Post Holder on the requirements of this Job Description and other related documents)</p>			
<b>Nominated Deputies</b>			
<p>If this is a KEY SAFETY POST (2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must confirm that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description.</p> <p>Name of Nominated Deputy: ----- Signature: ----- Date: -----          (As the Nominated Deputy for this post, I confirm I have been briefed on the requirements of this Job)  <i>If there are more nominated deputies, they should sign further copies of this Job Description.</i></p>			
<table style="width: 100%; border: none;"> <tr> <td style="width: 40%;"><b>Amended by:</b> Yvonne Davenport</td> <td style="width: 30%;"><b>Dated:</b> December 2023</td> <td style="width: 30%;"><b>Version:</b> 1</td> </tr> </table>	<b>Amended by:</b> Yvonne Davenport	<b>Dated:</b> December 2023	<b>Version:</b> 1
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