



## Role Specification

**Job Title:** Policy and research officer (PRO)

**Reports To:** Policy Lead (PL)

**Date:** October 2021

### The Role

A thoroughly rewarding role working for the industry's leading representative body supporting the professional development of CIPP members, students and tutors.

The policy team are at the heart of the CIPP. We are a team of experienced, passionate, and enthusiastic payroll professionals who work closely with CIPP members, government bodies, external bodies and payroll teams across the UK. Our aim is to support the payroll profession through research, education and representation. We deliver this using a practical approach, ensuring the impact of change on the payroll industry is interpreted and explained in our operational updates.

The successful candidate will work with the payroll community through a multitude of platforms, including social media, government forums, working groups, publications, think tanks, and roundtable events. They will regularly lead or co-deliver presentations that cover topical content to a variety of audiences, both online and face to face.

The successful candidate will be a capable writer, and able to undertake research actively and independently. This should be relayed to members through News *OnLine*, the CIPP website, social media, published articles, factsheets, and webcasts. It is vital that these updates are also shared internally, and open communication channels are maintained.

### Specific responsibilities

- Undertake research on current operational issues within the payroll and pensions profession using survey and face to face research techniques.
- Establish strong working relationships with key government officials, payroll professionals and other subject matter experts.
- Represent the CIPP and its members in number of forums and working groups
- Prepare and present policy & research legislative updates at National Forums, the annual payroll conference, user group conferences and other events.

- Being responsible together with other policy and research team members for the production and/or the proofing, for accuracy, of the following communications:
  - Published Articles
  - Legislative update presentations and webinars
  - Payroll: need to know
  - Factsheets
  - Creation of surveys and quick polls
  - Reports, whitepapers and consultation responses
  - News *OnLine* Articles
  - Webcasts
  - Social media communications
  - Interviews

### **Knowledge, skills and experience**

- We are looking for someone with a passion for payroll, with energy, enthusiasm and a desire to support, influence and shape the industry for the future.
- Significant operational payroll experience is essential; pensions experience desirable.
- CIPP qualified to Foundation Degree (level five) – or a willingness to work towards
- Strong oral and written communication skills
- Confident and capable of building and maintaining a broad network across the payroll industry.
- The ability to prioritise and work to deadlines, whilst remaining agile and flexible to respond change.

### **Terms and Conditions**

Salary	TBC (depending on experience)
Working week	37 hour working week (full-time)
Annual leave	25 days annual leave per annum (plus bank holidays)
Pension:	Group Personal Pension Scheme available
Healthcare:	Health Care and Cashback Schemes available
Location:	Remote worker

### **Recruitment Process**

Those who wish to be considered should submit a CV, along with a covering letter explaining why they are interested in the post and what they will bring to it, and email to [samantha.johnson@cipp.org.uk](mailto:samantha.johnson@cipp.org.uk) by no later than 29 October 2021. Interviews for the role will take place in early November 2021.

*The CIPP is an equal opportunity employer who seeks to recruit and appoint the best available person for a job regardless of marital / civil partnership status, sex (including pregnancy), age, religion, belief, race, nationality and ethnic or national origin, colour, sexual orientation or disability.*

**APPENDIX 1 – areas of technical knowledge covered by the policy department includes but is not limited to**

- Income tax – PAYE, which includes:
  - Off-Payroll working reforms
  - Construction industry Scheme
- National insurance Contributions
- Taxation of Benefits-in-Kind
  - P11D reporting
  - Class 1a/1b NICs
  - PSAs & Dispensations
  - Payrolling
  - Optional remuneration arrangements
- Business Travel
  - Company/own/pool cars
  - Company Vans
  - Fuel scale charge
  - AMAPs
- Attachments/Deduction from Earnings Orders
  - Council Tax
  - CSA DEOs
  - County Court judgements
  - ISDNs
  - Debt Arrangement Scheme (DAS)
  - Direct Earnings Attachments (DEAs)
- Student Loan Deductions
- Statutory Payments
- Expats/Inpats
- National Minimum Wage/National Living Wage
- Pensions
  - Local Government
  - Occupational (DB and DC)
  - Pensions Act
  - Automatic enrolment
- Payroll/HR computer systems & services
  - System types (integrated, stand-alone)
  - Main functionality
  - Bureau
  - Fully managed
  - System evaluation and implementation
  - Developments in technology

- Payroll processes
  - Procedures
  - Benchmarking
- Employment Law
  - Holiday entitlement and pay
  - Redundancy
  - Payslips
  - Termination payments
  - Overpayment recovery
  - Age Discrimination
- Miscellaneous
  - Money Laundering Regulations
  - GDPR
  - Apprenticeship levy
  - Gender pay gap reporting