

JOB DESCRIPTION

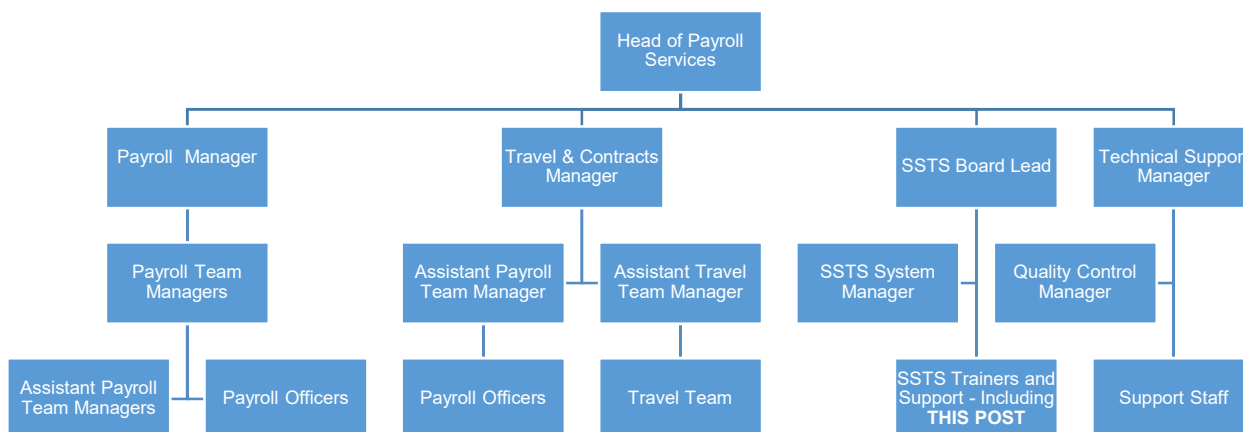
JOB TITLE: SSTS Information Assistant B2 **GENERIC JOB DESCRIPTION:** YES

JOB DETAILS	
Department: SSTS Team	Directorate: Payroll Services
Division: Corporate	Date: 1 st October 2004
JOB PURPOSE AND DIMENSIONS	

To input confidential employee information (currently from Acute sites being rolled out throughout NHS GGC) to the SSTS system for transmission to Payroll so that monthly/weekly salaries can be processed accurately and provide Managers with both standard and various adhoc reports to assist with ongoing issues in relation to Manpower planning.

To transmit SSTS Export file, checking information on Compare Reports against information input from Optima e-rostering system

ORGANISATIONAL POSITION



MAIN TASKS, DUTIES AND RESPONSIBILITIES	FREQUENCY
Input data to computerised SSTS system from Optima e-rostering system for transmission to Payroll.	60%
Ensure that forms comply with Standing Financial Procedures and Whitley/AfC guidelines.	
Work to Payroll deadlines to ensure information is relayed to Payroll timeously.	
Responsible for checking, authorising and electronically transmitting payroll data	2%
Responsible for highlighting any failure of transmission to the SSTS Information Analyst, or in her absence, to the IT Department/ATOS Origin	2%
Assisting with on the job training and providing guidance on the SSTS system to new employees within department.	
Liaise with relevant departments for further information and confirmation of highly confidential details of bank accs, payscales , salaries and finance codes, as per Standing Financial Procedures.	3%
Extract Reports monthly including: Sickness Absence Long Service Awards Equal Opportunities Newstarts and Leavers	5%
Generate reports on demand from SSTS system.	3%
Ensure monthly Exception Reports (between Optima e-Rostering system and SSTS system) are checked and acted upon.	10%
Collation of information from relevant departments for SNIP returns etc.	2%
Taking notes of Department Staff Meetings on a rotational basis	
Filing	13%
To attend mandatory Fire Lectures	
Taking part in Personal Development Plans to assist personal and service development	
EQUIPMENT AND MACHINERY	
Please describe any machinery and/or equipment used in the job: PC Fax Photocopier Telephone Shredder	Give brief description of use of each item used: SSTS system software used to input details/create reports from SSTS system. Microsoft outlook used to send emails, Microsoft Word to type any documents required, Excel to type lists/download from Optima e-Rostering system Faxing documents as required (frequently) Photocopying documents to distribute/file, as required Communicating with Managers and outside agencies To shred confidential information

SYSTEMS

<p>Please describe any system used in the job:</p> <p>Computerised SSTS (rostering) system & Optima e-rostering system</p> <p><i>Email</i></p> <p><i>Word</i></p> <p><i>Business Objects</i></p> <p><i>Excel</i></p>	<p>Give brief description of use of job holder's role in relation to each system:</p> <p>Postholder inputs data into the SSTS system from reports generated from the e-rostering system. This will be 4 weeks roster data which will include shifts and absence data. At the beginning of each week reports are run from Optima e-rostering system which highlight any changes to the previous weeks off duty and the post holder then makes the relevant changes in SSTS system so both Optima and SSTS have the same information and that is then included in the next SSTS export file to be sent to e-payroll.</p> <p>Responsible for checking, authorising and electronically transmitting data to payroll.</p> <p>Responsible for highlighting any failure to SSTS Information Analyst, or in her absence to IT/Atos Origin.</p> <p>Checking monthly Warnings & Exception Reports, which are generated when monthly payroll imports are run. These reports identify any differences between the SSTS and Optima rostering systems. Dealing with variances, as appropriate.</p> <p>Run standard reports from the system and create/generate Various adhoc reports to assist with ongoing issues in relation to Manpower planning.</p> <p>Run Payroll Export, Check information on Compare Reports against information input from Engagement, Change/Transfer, Termination forms, and authorise that information is correct.</p> <p>Communicating with Managers for information required for SSTS</p> <p>Long Service Award Letters and Memos.</p> <p>To transfer data from Empower to spreadsheets To collate information requested from various sources and input to spreadsheets</p>
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DECISIONS AND JUDGEMENTS

<p>Please describe the nature of supervision of the job, areas of discretion, and typical judgements made in the course of the job:</p> <p>The SSTS Information Analyst is responsible for prioritising and allocation of work. However within this the postholder has responsibility to manage and prioritise own element of workload.</p> <p>Postholder is required to use own judgement in relation to the order in which tasks are carried out in order to comply with Payroll deadlines.</p> <p>Postholder is required to use discretion when dealing with personal, highly confidential and sensitive information.</p> <p>Supervision readily available except on occasions due to annual leave, sickness absence etc.</p>	<p>Frequency:</p> <p>Daily</p> <p>As Required</p> <p>Daily</p>
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COMMUNICATIONS AND RELATIONSHIPS

Who postholder communicates with:	What communication is about:	Any difficulties encountered:
Managers	Information in relation to completed rosters and any differences or anomalies between SSTS and Optima	When reports received at SSTS liase with Managers some of whose understanding of process is limited therefore a great deal of tact is required.
Payroll Department	Queries in relation to information input, or to see if we have received specific forms from Managers (as per notification of changes to Payroll on the rosters)	Managers failing to complete details on form in line with Standing Financial procedures
Employees	Reconciling differences from Exception Reports	Very time consuming
Nursing Admin Department	<i>Incomplete</i> information in relation to Engagement, Change/Transfer and Termination Forms	Where Various shifts and availability of employees make it difficult to comply with Standing Financial Procedures
Finance Department	Incomplete information in relation to Engagement, Change/Transfer and Termination Forms	Various shifts and availability of employees make it difficult to comply with Standing Financial Procedures
SSTS colleagues at other sites	Queries in relation to cost centre codes/descriptions	Having to set up new Description codes which is required before we can use them
External Agencies	Queries in relation to information provided eg Police, Procurator Fiscal etc. request information regarding past and present employees eg termination date, forwarding address, new employee address etc.	Difficulties in obtaining missing information/queries from employees at other sites which is needed to comply with Standing Financial Procedures. Difficulties relating an understanding to some callers of Complying with Data Protection Act

PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE JOB		FREQUENCY
Physical skills:	Speed and accuracy skills required	Daily
Physical effort:	Required to sit at PC for long periods of time, constant use of keyboard for repetitive functions.	Daily
Mental demands:	Concentration required to ensure accurate input of data Workload hectic at payroll cut-off. Frequently interrupted to answer telephone, resulting in loss of concentration/having to go and check on telephone query.	Daily
Emotional demands:	Dealing with Managers/employees who have issues regarding payment including sometimes emotional conversations when salary is underpaid or not paid. For example, on occasion an employee can have an aggressive manner if they have been paid incorrectly	Monthly

MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

Ensuring that all information received by our cut-off date in order that they can be processed and passed to payroll each month meeting the deadline for the payroll run, to ensure employees are paid correctly and on time. Meeting demands of the service which continually change, and organisational changes which have a direct impact on the workload.

KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Training and/or qualification(s) required:

Knowledge of NHS Terms & Conditions of Service
 Knowledge of Standing Financial Procedures e.g. different level of requirement for signatures on payroll forms.
 Database interrogation experience essential.
 Word and Excel experience advantageous

Level of experience/knowledge required:	Length of experience	How specialised experience needs to be:
Standard knowledge of databases required	1 year	
Extensive knowledge of Terms and Conditions of Service	1 year	

JOB DESCRIPTION AGREEMENT

Job Holder's Signature:

Date:

Staff Representative's Signature:

Date:

Head of Department's Signature:

Date: