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# HR Payroll Specialist Candidate Information

May 2025

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## The Institute of Cancer Research

### About our organisation

We are one of the world's most influential cancer research institutes with an outstanding record of achievement dating back more than 100 years. We are world leaders in identifying cancer genes, discovering cancer drugs and developing precision radiotherapy. Together with our hospital partner The Royal Marsden, we are rated in the top four centres for cancer research and treatment worldwide. As well as being a world-class institute, we are a college of the University of London.

We came second in the league table of university research quality compiled from the Research Excellence Framework (REF 2021). We have charitable status and rely on support from partner organisations, charities, donors and the general public.

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We have more than 1000 staff and postgraduate students across three sites – in Chelsea and Sutton.

### Human Resources Directorate

We know that talented, brilliant, passionate people lie at the heart of the ICR.

The Human Resources Directorate provides both strategic and operational advice and support across the ICR to attract and acquire, develop, retain and empower our people to achieve their full potential.

This is an exciting and transformative time for the HR Directorate as we begin to implement a new People Strategy and an ERP system to better support the ICR in achieving its mission of making the discoveries that defeat cancer.

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Our mission  
is to make the  
discoveries that  
defeat cancer.

# HR Payroll Specialist

## Candidate Information

### Our values

The ICR has a highly skilled and committed workforce, with a wide variety of roles, each requiring different skills. But whether you work as a researcher, or work as part of our corporate team, your work and behaviour is underpinned by these six values. They are what bring us together as one team - as 'One ICR'.



#### Pursuing excellence

We aspire to excellence in everything we do, and aim to be leaders in our field.



#### Acting with Integrity

We promote an open and honest environment that gives credit and acknowledges mistakes, so that our actions stand up to scrutiny.



#### Valuing all our people

We value the contribution of all our people, help them reach their full potential, and treat everyone with kindness and respect.



#### Working together

We collaborate with colleagues and partners to bring together different skills, resources and perspectives.



#### Leading innovation

We do things differently in ways that no one else has done before, and share the expertise and learning we gain.



#### Making a difference

We all play our part, doing a little bit more, a little bit better, to help improve the lives of people with cancer.



*Our values set out how each of us at the ICR, works together to meet our mission – to make the discoveries that defeat cancer. They summarise our desired behaviours, attitudes and culture – how we value one another and how we take pride in the work we do, to deliver impact for people with cancer and their loved ones.”*

**Professor Kristian Helin**  
Chief Executive

# HR Payroll Specialist

## Candidate Information

### Job description

**Department / division:** Human Resources

**Pay grade / staff group:** Professional Services 03

**Hours / duration:** Full time (35 hours per week), Monday to Friday. Fixed term contract for 18 months

**Reports to:** HR Business Partner

**Accountable to:** Deputy Director, HR Operations  
Head of Financial Operations and Control, Finance

**Main purpose of the job:** To provide high quality, proactive HR and Payroll support focused on ensuring a resilient, streamlined monthly end to end process for implementing HR changes and managing the Payroll service, in line with ICR HR policies and procedures and to agreed service levels.

The role will also provide expertise, additional resilience and capacity across the HR and payroll function to support the HR department in the implementation of the Oracle Cloud solution, as well as directly feeding into the programme where required, participating in workshops and meetings and disseminating relevant information to HR colleagues.

### Duties and responsibilities:

#### Payroll Processing

To take lead responsibility for the monthly payroll processing timetable from the HR perspective, ensuring that the HR operational team is aware of relevant deadlines and that these are complied with.

To ensure that all changes input to the ICR's HR system (currently Agresso) in accordance with the Personnel Change Form (PCF) instructions are actioned in time for the monthly payroll cutoff, and that inputs to Agresso have the correct impact on the employee's pay slip in each case.

To be a source of expert knowledge on the various elements that might apply to an employee's pay, for example increments, back pay, allowances, SSP, SMP, SPP, childcare vouchers and season ticket loans and ensuring that the relevant system processes within the current HR solution are run correctly to calculate pay.

To liaise with HR colleagues in the case of more complex or unusual changes to an employee's record in Agresso, to ensure that these are in line with the appropriate pay scale or HR policy before being

# HR Payroll Specialist

## Candidate Information

implemented in Agresso.

To work closely with Finance colleagues in ensuring that payroll queries are responded to appropriately and on a timely basis, whether these are received via email, phone or the ICR's Service Hub.

To perform data checks between payroll and HR systems and to work with IT colleagues where necessary to resolve system issues.

To manage required system testing for the ICR's payroll system at appropriate times during the payroll year, and to attend relevant training in respect of payroll year-end system requirements.

### Tax Compliance

To be a source of expert knowledge and guidance on all payroll taxes, including the tax implications of salary sacrifice arrangements and benefits in kind.

To be able to act on own initiative to attend relevant training events to keep up to date on HMRC guidance relating to payroll taxes and compliance.

To be able to provide advice on the tax implications of termination payments and redundancy arrangements, seeking external advice where necessary.

### Payroll Policies and Annual Pay Review

To provide expert input to the review and update of payroll policies to reflect legislative and organisational changes where appropriate.

To support the Deputy Director of HR in carrying out scenario modelling in relation to the annual pay review, taking into account external benchmarking data where appropriate.

### HR Information

To support HR Administration in maintaining the HR database (currently Agresso) with all staff changes.

To check and authorise the Personnel Change Forms (PCFs) completed by the HR Administration and to submit PCF forms for more complex changes to the relevant HR Adviser for review and approval.

To ensure that all data added to the summary PCF spreadsheet is supported by appropriate auditable documentation and that any instruction affecting an employee's pay is clearly set out in a way that explains the required change(s).

To ensure that all electronic HR records are up to date and accessible and are maintained in line with Data Protection Legislation.

To ensure that line managers receive timely notification of contract expiry dates, funding end dates and employees on fixed term contracts whose status will shortly change to non-time limited (NTL) status.

# HR Payroll Specialist

## Candidate Information

Ensure that all data is managed and maintained in accordance with the Data Protection Regulations (GDPR).

### General

To participate in the HR Operational Team Meetings and to attend other meetings as required.

To keep up to date with legislative changes and developments in HR and Payroll best practice.

To be responsible for own continuous professional development.

To undertake HR projects to progress the work of the department.

To contribute towards HR internal process improvement.

To champion the ICR's wellbeing initiatives.

To provide cover for HR colleagues/team, as required.

To be familiar with the ICR's approach towards risk management including its policies and procedures, requiring all staff to play an active part in identifying and managing risk.

All staff must ensure that they familiarise themselves with and adhere to any ICR policies that are relevant to their work and that all personal and sensitive personal data is treated with the utmost confidentiality and in line with the General Data Protection Regulations.

Any other duties that are consistent with the nature and grade of the post that may be required.

To work in accordance with the ICR's Values.

To promote a safe, healthy and fair environment for people to work, where bullying and harassment will not be tolerated.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or development.

# HR Payroll Specialist

## Candidate Information

### Person specification

#### Education and Knowledge

Educated to degree level in a related field or equivalent relevant experience.	Essential
Part-qualified membership status of the CIPD or equivalent knowledge and experience.	Essential
Good demonstrable working knowledge of current employment law and best HR and Payroll and principles.	Essential
Demonstrable understanding of best practice HR and payroll methods and approaches.	Essential

#### Experience and Skills

Demonstrable experience of working in a HR / Payroll function.	Essential
Experience of managing a high volume and demanding workload and working to tight deadlines, prioritising own workload and delivering accurate and high-quality work often with conflicting demands.	Essential
Experience of using integrated HR/Payroll databases and reporting packages.	Essential
Experience of contracts administration, including working with and advising on different terms and conditions of employment.	Essential
Experience of setting up new joiners on an integrated HR/Payroll database.	Essential
Experience of making constructive recommendations for improvement of systems and procedures and see them through implementation.	Essential
Experience of evaluating options, identifying effective courses of action, and taking initiative to resolve problems.	Essential
Experience of HR and payroll policy development.	Essential
Experience gained within the academic sector, not for profit sector or NHS.	Desirable
Excellent IT and Microsoft skills.	Essential
Ability to produce work to a high-quality standard.	Essential
Excellent attention to detail and accuracy..	Essential
Ability to use initiative and make sound, well-considered decisions and judgements.	Essential
Proven ability to establish credibility, impact and influence with a flexible approach to work, dealing with a range of different stakeholders/demands.	Essential
Excellent team player and 'can do' attitude.	Essential
Excellent customer service skills.	Essential

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# HR Payroll Specialist

## Candidate Information

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Excellent organisational skills with an ability to effectively plan, manage and prioritise an extensive and varied workload to agreed deadlines and quality standards.	Essential
Excellent communication skills, including written communication (e.g. to present clear, well-structured policies, reports, formal letters).	Essential
Excellent people skills and ability to build effective relationships quickly.	Essential
<b>General</b>	
Ability to maintain confidentiality and deal with sensitive people matters.	Essential
A commitment to diversity and equal opportunities in employment and service delivery.	Essential
An interest in cancer research.	Desirable

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# HR Payroll Specialist

## Candidate Information

### Benefits

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We offer a fantastic working environment, great opportunities for career development and the chance to make a real difference to defeat cancer. We aim to recruit and develop the best – the most outstanding scientists and clinicians, and the most talented professional and administrative staff.

The annual leave entitlement for full time employees is 28 days per annum on joining. This will increase by a further day after 2 years' and 5 years' service. All staff receive an additional three days at Christmas.

Staff membership to the Universities Superannuation Scheme (USS) is available. The USS is a defined benefit scheme and provides a highly competitive pension scheme with robust benefits. The rate of contributions is determined by USS and details of the costs and benefits of this scheme can be found on their website. If staff are transferring from the NHS, they can opt to remain members of the NHS Pension Scheme.

We offer a range of family friendly benefits such as flexible working, a parents' group, and a maternity mentoring scheme. Other great benefits include interest free loans for discounted season tickets for travel and bicycle purchases, access to the NHS discounts website, a free and confidential Employee Assistance Programme which offers a range of well-being, financial and legal advice services, two staff restaurants, and access to a gym and sporting facilities at our Sutton site.

#### Further information

You may contact Karen GRIEFF, HR Business Partner for further information by emailing [karen.grieff@icr.ac.uk](mailto:karen.grieff@icr.ac.uk). This job description is a reflection of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.