

WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 9<sup>TH</sup> APRIL 2013

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**Title:**

**PART-TIME HR SYSTEMS ADMINISTRATOR**

**[Portfolio Holder: Councillor Mike Band]**

**[Wards Affected: All]**

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**Summary and purpose:**

The purpose of this report is to seek approval to increase Waverley's staffing establishment with a part-time systems administrator within the HR/Payroll team in the Organisational Development service. The post will be funded in part from an existing vacancy and in part from Waverley's corporate training budget, so there is no additional financial impact of the post.

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**How this report relates to the Council's Corporate Priorities:**

This post relates to the Corporate Priority of 'Value for Money' as it will support maximising the use of the iTrent HR & Payroll system among staff to encourage more efficient and effective ways of working. The system also supports better management of Waverley's staffing resources through enhanced functionality, data and reporting.

**Financial Implications:**

The cost of the additional post is £10,000 per annum – based on a part time post of 15 hours per week at Grade 9e (FTE starting salary £20,915). This will be funded from existing budgets - £5,000 from the existing Training & Systems Advisor Vacancy and £5,000 from the Corporate Training Budget.

**Legal Implications:**

There are no legal implications. The approval of full Council is needed to approve additions to Waverley's staffing establishment.

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**Introduction**

1. The purpose of this report is to seek approval to increase Waverley's staffing establishment with a part time systems administrator within the HR/Payroll team in the Organisational Development service that was discussed at the Organisational Development Star Chamber in November 2012. There are no financial impacts on the 2013/14 budget as a result of this report – it is purely to seek authority to amend the establishment.

**Background**

2. The post of 'Training and Systems Adviser' (covering Learning & Development at Waverley, together with the system administrator role for Waverley's HR systems) within the Organisational Development Service has been vacant since the end of 2012. At the Organisational Development Star

Chamber it was agreed in principle to replace this vacancy with the post of 'Organisational Development Officer' – delivering Learning & Development, support for Waverley's Foresight Improvement and Efficiency Programme and Staff Engagement Projects. This role is currently being recruited and will sit in the Communications Team as part of the delivery of the new PR Strategy (approach agreed by Members at Full Council in February 2013). Due to the grading of the new post it generates a saving on the previous budget of £5,000 per annum.

3. Following discussions at the 'Connectors' Middle Managers group and the IT Strategy Group, a new post of 'IT Trainer' was created as part of the 2013/14 budget. This is being funded from Waverley's Corporate Training budget which has delivered an underspend in the last few years, therefore with no increased cost. This in-house IT trainer will ensure staff are fully equipped to work efficiently and effectively with Waverley's technology, and will help ensure Waverley maximises the use of its IT systems.
4. The remaining area of work is the Systems Administrator role for Waverley's HR systems. The iTrent HR & Payroll system is already being used by all staff to manage annual leave and claim mileage & expenses. The next phase of the system will be the Learning & Development module to manage training, training needs and development of staff. The FirstCare absence management system has proved an invaluable tool for managing sickness absence at Waverley. Sickness levels at Waverley are very low, with an average below 5 days per year, per head (compared to a public sector average of 7.9 days published by the CIPD).
5. The proposal is to deliver this support through a more junior part-time post reporting to the HR Administration and Payroll Manager, who would take the lead for the management of the systems. The financial implications are detailed above. Two successful apprentice placements have been delivered in the HR Administration/Payroll team which further supports this work and it would be the intention to bid for a further apprentice in the next recruitment round in Autumn 2013.

### **Recommendation**

The Executive is requested to recommend to the Council that a new post of HR Systems Administrator at 15 hours per week be created within the Organisational Development Service, and the virement to part-fund the post be agreed at £5,000 from the Corporate Training Budget (noting that there is no additional overall funding required to deliver the post.)

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### **Background Papers**

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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