

Role Profile

Details	
Job Title:	People and Payroll Assistant
Job Grade:	Assistant
Reports to:	People Officer
Based in:	Harrogate, North Yorkshire
Hours:	Full time – 37 hours
Overall purpose	
Reporting to the People Officer, the People and Payroll Assistant will provide a professional, accurate and responsive administration service across the charity. The role focuses on payroll and benefits administration, recruitment support, maintaining accurate employee data across People systems, and supporting wider People Team activity. The post holder will play an important role in ensuring payroll, benefits, recruitment and employee records are administered accurately and within agreed timescales. This includes preparing documentation and letters, updating systems and employee files, following up outstanding information, responding to routine employee and manager queries, producing reports, and supporting activity linked to training, induction, wellbeing and inclusion.	
Key responsibilities	
HR Administration • Provide a professional HR administration service to managers and employees throughout the employee lifecycle, in line with charity policies, procedures, employment law and good practice. • Support regular employee drop-in sessions, for example on PDRs or Cezanne queries, helping to resolve issues at an early stage. • Maintain accurate People system records, including annual leave, sickness absence, changes to terms and conditions and personal details. • Keep People Team files, systems, intranet and public internet pages accurate, current and easy to navigate. • Support the People Officer with monthly sickness absence monitoring, ensuring return-to-work meetings, formal reviews and fit notes are recorded and followed up where needed. • Act as a People system superuser, providing guidance to new employees and responding to ad hoc system queries. • Monitor completion of people-related documentation, such as PDRs and return-to-work forms, and prompt managers where required. • Prepare employee documentation for family leave, contractual changes and other standard employment matters, updating the HR system and employee files accordingly. • Draft and issue standard employee letters and correspondence, including contractual, payroll and benefits-related documentation.	

- Track mandatory tasks such as overdue training, policy requirements and missing documentation, escalating non-compliance where appropriate.
- Prepare and continually improve the People Team's weekly news update, liaising with the Internal Communications team where needed.
- Produce reports and key information from the People system for the People Team and other stakeholders, including Finance.

Recruitment

- Support recruitment administration as required, including using the charity ATS system, arranging interviews, communicating with candidates as required, coordinating interview IT requirements and assisting with pre-employment checks and shortlisting as appropriate.

Payroll and Benefits

- Lead day-to-day payroll administration, including preparing the monthly payroll submission, processing changes such as starters, leavers, contractual changes and overtime, monitoring sickness and maternity pay, issuing associated letters and ensuring records are retained for audit purposes.
- Administer employee benefits, including health insurance, pensions and salary exchange, maintaining accurate HR and provider records and responding to routine benefits queries.
- Follow up outstanding payroll and benefits information to ensure changes are processed within agreed timescales, escalating issues where required.
- Coordinate employee benefit communications and presentations, including those relating to the Employee Assistance Programme, pensions and other relevant benefits.

Employee Engagement and Inclusion

- Support employee engagement activity, including People Team communications, benefits presentations and wellbeing surveys, helping to promote organisational development and strategic aims.
- Coordinate wellbeing events, including Pilates classes, Wellbeing Week activity and other wellbeing initiatives.

Project Support

- Provide project administration and support to the People Team and project leads, including attending meetings and taking notes where required.
- Contribute proactively to People Team projects, for example EDI and wellbeing activity led by the People Officer, People Manager(s) or Head of People.

Other Responsibilities

Undertake other duties within the team and across the charity, as reasonably required. Support the People Team with research into people-related developments, policy updates and project work.

- Actively support and promote the charity's values.
- Look for opportunities to improve processes and support the People Team in delivering the charity's strategic aims.

Qualifications

• Educated to A level standard, or equivalent, or able to demonstrate relevant experience in a similar role. • CIPD Level 3 qualification, with willingness to progress to Level 5, is desirable.
Knowledge and experience
• Confident using Microsoft Office 365 packages, including SharePoint, Word, Excel and PowerPoint. • Strong organisational skills and excellent attention to detail. • Experience of processing high volumes of data accurately. • Experience of communicating effectively with a range of stakeholders. • Experience in administration or an HR setting is desirable but not essential.
Skills and abilities
• Excellent administration and organisational skills, with the ability to manage multiple tasks accurately and efficiently. • Clear and confident communication skills, with the ability to work effectively with internal and external stakeholders. • Ability to maintain confidentiality, integrity and high professional standards at all times. • Proactive approach, with a willingness to contribute ideas that improve the People service. • Ability to use HR databases and systems confidently and accurately. • Motivated and reliable, with the ability to work independently and as part of a team. • Able to use initiative, prioritise workload and meet deadlines. • Good time management skills, with the ability to balance a range of objectives. • Able to research HR-related matters and present clear findings or recommendations. • Keen to develop a career in Human Resources (Desirable).
Other requirements
• Ability to travel across Yorkshire when required for in-person meetings at charity shops, centres or other locations. • Willingness to complete pre-employment checks once the role is offered and accepted, including: ○ A check on your employment history by seeking two references ○ A check on your eligibility to work in the UK as per the Immigration, Asylum and Nationality Act 2006 ○ A check on your highest educational achievement(s) ○ A check on your professional qualification(s) • A DBS check at the level relevant to your role.
DBS Check Level
• This role requires a DBS check at basic level.
Values and behaviours
• Passionate about the values of Yorkshire Cancer Research (see 'Our Values' below). • Safeguarding is the responsibility of all employees who must remain aware and vigilant to potential safeguarding breaches and always report any suspicions or incidents following our internal reporting guidelines which will be shared during induction. • Yorkshire Cancer Research operates a strict 'no smoking' policy throughout our premises, car parks and vehicles. Employees must not smoke whilst wearing

charity branded clothing or whilst on duty. If the post holder chooses to, the charity will help and support them to stop completely or temporarily abstain from smoking during their working hours.



Our Values & Behaviours

Our Values



Our Behaviours

	Behaviours
Here for Yorkshire	The needs of people in Yorkshire come first Yorkshire Cancer Research exists to prevent diagnose and treat cancer in Yorkshire. The needs and interests of people in Yorkshire are at the forefront of what we do, how we think and how we act. People are the heart of everything we do

	When we develop new plans, projects and activities, we actively seek patient, supporter and/or customer input to inform our approach and decision-making.
United by the Cause	United by the need to <i>Give Yorkshire More Life to Live</i> We are transparent and open in what we do and what we say, uniting to support one another in achieving our shared goals. We collaborate with each other and other organisations We work to build relationships based on trust and collaboration. We seek to understand the needs and objectives of others to establish the common ground and agree how we can work together to benefit people in Yorkshire.
Think Big and Bold	We deliver world-leading research and services We evaluate worldwide research and we test and we learn in order to drive the greatest advances and impact in cancer research and services. We promote a culture of continual improvement and innovation. We dare to think differently to Give Yorkshire More Life To Live We are ambitious and not afraid to try something new or difficult when it comes to achieving our goals. Nor are we afraid to make difficult decisions when they are in the best interests of those we exist to serve; the people of Yorkshire.
Making it Happen	We create and build solutions We are focused on understanding the impact of our work and the difference it is making. We ensure we are always pushing forward the achievement of our charity's vision. We approach our work with positivity, energy and drive We see every challenge as an opportunity to provide a solution. When it comes to preventing, diagnosis and treating cancer, we deliver pioneering solutions <i>To Give Yorkshire More Life To Live</i>.

	We pursue our goals with enthusiasm and commitment; always asking 'Can I, and can we, do more?'.
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YORKSHIRE CANCER RESEARCH

Job Applicant Privacy Notice

Data controller: Yorkshire Cancer Research (the Charity)

As part of any recruitment process, the Charity collects and processes personal data relating to job applicants. The Charity is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Charity collect?

The Charity collects a range of information about you. This includes but is not limited to:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Charity collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The Charity will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Charity will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the Charity process personal data?

The Charity needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Charity needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Charity has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Charity to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Charity may also need to process data from job applicants to respond to and defend against legal claims.

Where the Charity relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Charity processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Charity processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

The Charity is obliged to seek information about criminal convictions and offences. Where the Charity seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the Charity will keep your personal data on file in case there are future employment opportunities for which you may be suited. The Charity will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time.

How we use AI in the recruitment process

We use AI based tools to assist with parts of the recruitment process. The tool may:

- Review applications for matches to essential and desirable criteria
- Analyse key words, skills, qualifications or experience
- Rank or score applications
- Identify where candidates indicate they do not meet essential requirements (e.g., answering 'No' to mandatory questions) and flag such applications for filtering

If the role requires specific mandatory skills or qualifications, the AI tool may:

- Automatically flag or filter candidates who have indicated they do not meet those essential requirements
- Present filtered applications separately for review
- Recommend that such applications do not proceed

A human decision maker will remain involved at all stages of the recruitment process. We do not make final recruitment decisions based solely on AI and the recruitment team examine all AI recommendations before any application is progressed or rejected.

We use AI tools to:

- Increase consistency and fairness in screening
- Manage high volumes of applications efficiently
- Help identify applicants who meet the essential criteria for the role
- Reduce human error and unconscious bias
- Support (but not replace) human decision making

To ensure fairness and protect your rights, we apply the following safeguards to any AI assisted decisions:

- AI outputs are always reviewed by human decision makers
- All candidates may request human intervention or contest AI influenced decisions
- We regularly assess AI tools for accuracy and bias
- We maintain transparency regarding what the tools do and don't do.
- Essential criteria used for filtering are clearly set out in the job description or application form

Who has access to data?

Your information will be shared internally for the purposes of the recruitment process. This includes members of the HR and senior executive teams, interviewers involved in the recruitment process, managers in the Charity's team with the vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Charity will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Charity will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The Charity will not transfer your data outside the United Kingdom.

How does the Charity protect data?

The Charity takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. The Charity has a Data Protection Policy and an ICT Acceptable Use Policy which apply to all its employees.

For how long does the Charity keep data?

If your application for employment is unsuccessful, the Charity will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the Charity will hold your data on file for a further period of 6 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new employee privacy statement.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Charity to change incorrect or incomplete data;
- Request human intervention in AI supported decisions;
- Contest an AI assisted decision;
- require the Charity to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Charity is relying on its legitimate interests as the legal ground for processing; and

- ask the Charity to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Charity's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Charity's Company Secretary, Joanne Mornin (joanne.mornin@ycr.org.uk)

You can make a subject access request by contacting the Company Secretary.

If you believe that the Charity has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Charity during the recruitment process. However, if you do not provide the information, the Charity may not be able to process your application properly or at all.

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