# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Automation Specialist

# Department: Business Services

# Grade: [Single Status 9](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: Automation and Technical Lead

# Purpose of the Role:

Payroll is a transactional service that sits within the County Council’s Business Administration function. Working closely with the Employee Service teams, we deliver a high-quality and compliant payroll service, paying approximately 15,000 employees monthly, across 25 employers affiliated to the County Council.

The Payroll service comprises of 4 functional hubs: Technical, Administration, Pensions and Automation. The teams specialise in ensuring all salary payments are compliant and recorded accurately, as well as applying statutory deductions (such as Income Tax and National Insurance) and adhering to relevant employment legislation.

The Automation specialist will use their technical expertise to support and deliver the transformation and automation of systems and processes within Employee Services and Payroll focusing on organisational effectiveness, improvement and development in order that the teams can convert existing processes effectively, and ensure business readiness ahead of our transition to Oracle.

# They will also provide advanced technical support to our operational functions, and to maintain existing systems and automation processes.

# Key tasks:

1. Assist with the review and transformation of Payroll and Employee Services teams tools, calculators, templates and processes, as we transition onto a new payroll system.
2. Support and assist the Payroll Manager in the automation and transformation of systems and processes relating to Employee Services and Payroll using new technology and software, such as robotic process automation.
3. Demonstrate a commitment to understanding the key service aspects to provide an elevated level of technical support to Operational Teams.
4. Apply required updates and maintenance to Excel coding and Visual Basic for Application (VBA) routines, to ensure processes are working effectively and meeting service delivery requirements.
5. Provide relevant documentation and training to ensure sharing of technical knowledge related to the development of tools and processes.
6. Engage proactively with relevant key stakeholders, keeping them informed in respect of automation activities and changes.
7. Contribute to the review and development of the effectiveness of services, systems, processes, and automation routines, suggesting improvements to ensure best value for stakeholders and customers.
8. Ensure that all work undertaken conforms to appropriate professional quality standards, sufficient to maintain and enhance both the reputation of Business Services.

ESCC is a large organisation with a number of over-arching priorities extending to all areas of our work, you should be aware of these Council priorities and proactively seek appropriate opportunities in your work/service area to contribute, in consultation with your line manager; in particular, but not limited to:

* Net zero emissions targets – reduce your work’s environmental impact.
* Equality, Diversity and Inclusion – contributing to an inclusive and supportive working environment.
* Making the best of our resources - ensuring awareness of the impact of what you do to maximise the use of public monies.

# PERSON SPECIFICATION

# Essential education and qualifications

1. RQF level 2 in English and Maths.

# Essential key skills, abilities, knowledge, experience, values and behaviours

1. Ability to use technology as part of the role including Microsoft 365 including Outlook, Excel, Word, PowerPoint, Microsoft Teams, devices: laptops.
2. Experience of developing complex Excel functions, formulas, MACROS and VBA, to automate applications and processes.
3. Ability to plan and organise a varied workload for self and others, working to short deadlines.
4. Numeracy skills.
5. Ability to communicate effectively with a range of people in a clear, concise and accurate manner, changing messages to suit different audiences.
6. Ability to analyse, interpret and clearly present data, some of which may be complex, in line with Data Protection regulations.
7. Ability to use own initiative with limited supervision, in understanding and completing tasks.
8. Attention to detail and documentation skills.
9. Project Management skills.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

1. Experience of IT or software implementation projects.
2. Ability to pick up new technologies both software and hardware.
3. Qualification or certification in Visual Basic for Application (VBA) coding.
4. Qualification or certification in Microsoft applications.

**Document version control:**

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Name of person created/amended document: Kelly Widdop

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |