

Job Profile – Pay and Reward Co-ordinator

Grade – SO2

Department: Human Resources, Corporate Resources

Responsible to: Strategy and Reward Manager

Responsible for: Not applicable

Job purpose

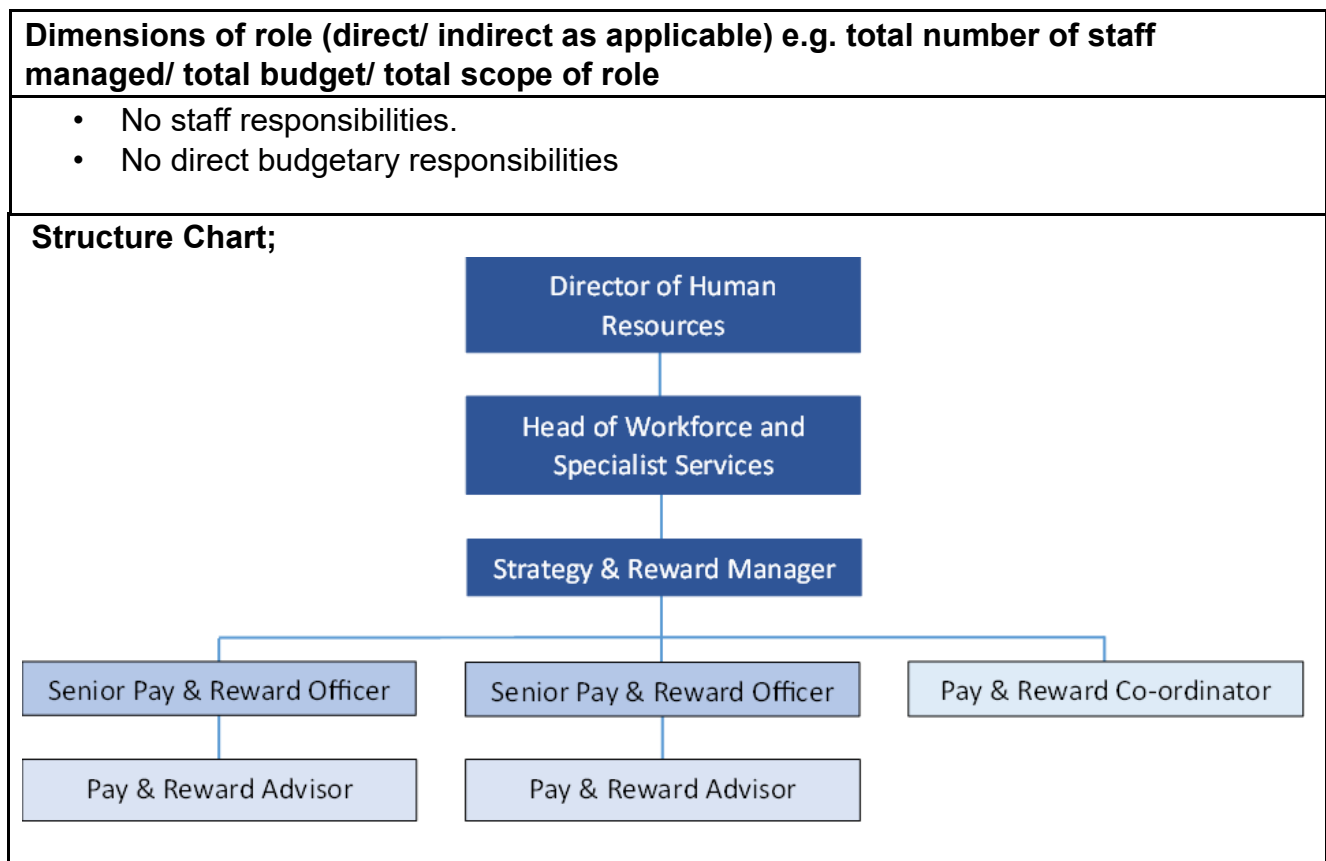
To work with colleagues in the Strategy and Reward team to ensure a range of pay and reward initiatives and process are embedded across the whole Council.

A large part of the role is to provide full and comprehensive range of administrative duties to the team, with particular emphasis on the job evaluation and reward processes including arranging panels, maintaining and recording job evaluation outcomes, providing job evaluation results and data reports.

Key responsibilities

1. To provide first line advice and guidance on pay and reward queries, ensuring accurate and timely responses or escalations to team members as required.
2. To coordinate and facilitate the evaluation of jobs throughout the whole Council using the recognised job evaluation schemes, including coordinating grading panels, appeals panels and recording outcomes, whilst ensuring governance is followed at all times.
3. To support the Reward and Strategy team by effectively co-ordinating the job evaluation process, reward queries as well as supporting on other projects.
4. To support team members to ensure the outcomes are collated and stored securely. Ensure there is a clear auditable trail of all decisions, where the outcomes are easily accessible if required by those eligible to have sight of the data.
5. Carry out governance of pay and reward process; utilise and update management information to identify issues and exceptions, and take appropriate action in relation to findings, escalating issues/concerns in a timely manner where appropriate.

6. Developing and maintaining effective relationships with HR colleagues, managers, trade unions, partners, and other stakeholders to ensure effective service delivery in a timely manner.
7. Ensure training and refresher training for job evaluation methodologies is carried out in a timely manner, organising dates and attendance with providers and ensuring that any concerns about resilience within the organisation is flagged to the Strategy & Reward Manager at the earliest opportunity.
8. Supporting and assist the Reward & Strategy Manager on pay and reward projects, where required.
9. Assist with related policy development, consultation, and implementation process as and when necessary.
10. Support HR projects through flexibility and contribution to working groups, meetings, and corporate groups.
11. To assist with scheduled and ad hoc management information and reports as requested on the pay and reward elements of the organisation.
12. Undertake any other duties as may be necessary within the role.



Person Specification – Pay and Reward Co-ordinator

Qualifications	<p>Good standard of literacy and numeracy to level 2 or equivalent.</p> <p>Relevant professional qualifications would be advantageous e.g. CIPD.</p>
Knowledge and experience	<p>Experience of job evaluation using Korn Ferry Hay, Pilat Gauge or any other job evaluation methodology is advantageous but not essential.</p> <p>Experience of assimilating data quickly working with management information to support effective decision making.</p> <p>Experience of working in public sector organisations.</p> <p>Experience of working with managers at all levels.</p> <p>Experience as working as part of a team.</p> <p>Knowledge of change management processes.</p> <p>Intermediate experience of Microsoft Excel.</p>
Skills & Competencies	<p>Good verbal and numerical skills.</p> <p>Ability to plan, prioritise and manage a heavy workload from a variety of sources while maintaining a high standard of quality and working under time constraints.</p> <p>Ability to build strong networks, and collaborate with peers, colleagues and stakeholders across the organisational boundaries in the delivery of strategic and operational objectives.</p> <p>Ability to deliver on changing priorities, flex between demanding sustained work or work as situation dictates and deliver a quality, people centric service at pace.</p> <p>Commitment to the performance management culture with the ability to set high standards, deliver objectives and challenge appropriately.</p> <p>The ability to provide advise and guidance as appropriate.</p> <p>Excellent IT skills and ability to interpret and analyse data.</p> <p>Ability to communicate effectively both verbally and writing.</p>

	<p>Ability to get things done through collaboration with colleagues but also challenge where necessary.</p> <p>Problem solving skills and the ability to find innovative solutions.</p> <p>Good understanding of risk management and assessment.</p>
Other requirements	<p>Willingness to undertake training as and when required.</p> <p>Ability to listen and respond constructively to feedback.</p> <p>Experience of working in Local Government and within a unionised environment is advantageous.</p>
Our District Values	
We protect We protect each other and the world we share so that everybody can be happy, healthy and safe.	
We respect We respect ourselves, each other and our communities.	
We care We care for each other and treat each other with kindness.	
We share We share ideas, resources, knowledge and skills as well as our challenges and opportunities so that we can all be the best we can be.	

Completed by:	Mahsam Sheikh	Date:	August 2024
Quality checked: (HR)	Emma Lawer	Date:	August 2024