

Job Profile – Senior Pay and Reward Officer

Grade – PO3

Department: Human Resources, Corporate Resources

Responsible to: Strategy & Reward Manager

Responsible for: Pay and Reward Advisor

Job purpose

To provide advice, support and guidance to managers and employees across the range of Pay and Reward strategies across the organisation.

To lead on various elements of job evaluation across the whole organisation, including leading on job evaluation panels and appeals, providing managers with expert advice and guidance, as well as ensuring strong technical knowledge in other areas of Pay and Reward.

Key responsibilities

1. To provide expert professional advice and guidance on Pay and Reward queries in a large and complex organisation, responding to escalated queries from the Pay and Reward Advisors and Co-Ordinator. Working closely with colleagues across the entire HR function to ensure that pay and reward is embedding fairly and transparently across the organisation.
2. To lead on job evaluation panels, including senior roles throughout the Council using the recognised job evaluation schemes, including leading grading panels, appeals panels with a diverse range of job evaluation challenges as well as recording outcomes, whilst ensuring robust and audited governance is followed at all times.
3. To participate fully in providing an end-to-end job evaluation process as required, including ensuring the Pay and Reward Advisors on the team are supported on job evaluations and other reward projects.
4. Fully participate in the development and implementation of associated reward policies and processes to deliver continuous improvement across the job evaluation process as well as the wider activities of the pay and reward function as directed by the Strategy and Reward Manager.

5. Carry out governance of pay and reward, utilise, update, and develop management information to identify issues and exceptions, and take appropriate action in relation to findings.
6. To perform internal and external pay benchmarking providing technical expertise and understanding on relevant market pay information and pay related legislative changes. In addition perform benchmarking and research on employee benefits.
7. Developing and maintaining effective relationships with HR colleagues, managers, trade unions, partners, and other stakeholders to ensure effective service delivery.
8. To lead on the development of regular and ad-hoc reports and also accessing benchmarking data from salary providers, to analyse, interpret and present accurate narrative and timely management information that supports reward decisions.
9. Support the Strategy and Reward Manager in embedding the pay and reward strategies and take the lead on projects including sub-streams of work as required.
10. Contribute to related policy development, consultation, and implementation process as and when necessary, ensuring compliance with legislative requirements.
11. Participate and where required lead on HR projects through contributing to working groups, meetings, and corporate groups as required.
12. To provide timely reports as requested on pay and reward elements of the organisation and ensure they are presented well to be understood by all stakeholders where they can be used to resolve issues.
13. To work flexibly across the HR Service on HR issues and projects to meet priority needs, as well as ensuring EDI are at the forefront of work streams.
14. Be involved in management training and development, as well as in Trade Union negotiations ensuring compliance and professional pay and reward advice is provided where required.
15. Provide expert guidance on job evaluation and advanced expertise in ensuring the full job evaluation cycle including complex appeals are carried out effectively and efficiently.

Dimensions of role (direct/ indirect as applicable) e.g. total number of staff managed/ total budget/ total scope of role
<ul style="list-style-type: none"> • Responsible for Pay and Reward Advisor • No direct budgetary responsibilities

Structure Chart;



Person Specification – Pay and Reward Advisor

<p>Qualifications</p>	<p>Good standard of literacy and numeracy to level 2 or equivalent</p> <p>CIPD level 5 qualified or equivalent experience</p>
<p>Knowledge and experience</p>	<p>Proven and demonstrable experience of working with job evaluation schemes. Experience working with Pilat Gauge and/or Korn Ferry Hay methodologies would be advantageous.</p> <p>Proven and demonstrable experience of working in a reward environment and leading on reward projects.</p> <p>Experience of working in a large and complex organisation with a variety of job roles, job families and job evaluation challenges.</p> <p>Experience of coaching and guiding colleagues.</p> <p>Experience of dealing with NJC terms and conditions of service would be advantageous.</p> <p>Experience of working in public sector organisations would be advantageous.</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>Knowledge of employment legislation and professional development.</p>

	<p>Advanced Excel skills.</p> <p>Sound knowledge of salary benchmarking, people systems, policies and processes.</p>
Skills & Competencies	<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 understand large complex organisations and constructively challenge in order to achieve the correct outcomes.</p> <p>Ability to lead and 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 managers appropriately.</p> <p>The ability to take a coaching based approach to support and develop managers.</p> <p>Ability to lead on projects and support team members further to develop their reward knowledge and skill.</p> <p>Excellent IT skills and ability to interpret and analyse data and produce meaningful analysis which is also presented effectively.</p> <p>Ability to communicate effectively both verbally and writing.</p> <p>Ability to work on own initiative with complex, sensitive and confidential data.</p> <p>Effective problem-solving skills and the ability to find innovative solutions.</p> <p>Influencing and negotiating skills at all levels of the organisation.</p> <p>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>

	Experience of working in Local Government and within a unionised environment is advantageous.		
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
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