

Pay & Reward Specialist Grade 10

Our Vision

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and the people of Staffordshire
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

About the Service

People Services are responsible for the delivery of a range of People related activities including Organisational Development, Learning and Development, Employee Relations, Policy development, Reward, Resourcing, Change Management and Health, Safety and Wellbeing. People Services are also responsible for the development and delivery of the People Strategy, focusing on the four main pillars; Keeping and attracting talented People; Promoting a positive working environment, Developing skills for now and the future, and

Developing leaders for now and the future. All that we do focuses on how we will develop the right culture, support and skills to keep making a difference for Staffordshire's communities.

About the Role

The Pay & Reward Specialist is responsible for coordinating the effective management of pay and reward within the County Council. The role will contribute to the development and implementation of associated reward strategy, policy and processes to deliver continuous improvement across the activities of the Pay and Reward function. The role will also be required to play a key role in the delivery of our Job Evaluation Service to ensure equal pay across the Council.

Reporting Relationships

Responsible to: Pay & Reward Manager

Responsible for: No direct reports but will be required to support and mentor the Pay & Reward Assistant

Key Accountabilities:

1. Lead on the activities associated with Job Evaluation and deputise for the Pay & Reward Manager at Grading Panels as required.
2. Scrutinize and moderate the application of job evaluation scheme methodology to maintain equal pay across the Council
3. Lead the development of corporate methodology for job design, providing training, guidance and toolkits to support managers and wider People Services.
4. Analyse and interpret external pay benchmarking and pay and benefit related research as required, providing technical expertise and understanding on relevant market pay information and pay related legislative changes that supports People Service's Reward decision making.
5. Advise managers and People Services colleagues in relation to complex pay and reward projects , providing options and solutions including risks and benefits, to influence decision making and support effective delivery of People Services and /or business strategy.

6. Support, promote and embedding the establishment of a benefits strategy, horizon scanning for new benefits and leading on relevant projects as required.
7. Lead the day-to-day management of other Reward activities within People Services e.g. honorarium process, ensuring manager proposals are in line with SCC's Reward pay policies and principles.
8. Manage the development and implementation of pay and reward policies, procedures and initiatives to ensure legislative and regulatory compliance and to support the achievement of organisational objectives.
9. Support the monitoring of Reward contract management and procurement activity.
10. Support and mentor the Reward Assistant, aiding their development and allocating them day-to-day Reward tasks where appropriate.
11. Collaborate with colleagues, key stakeholders and service providers to ensure pay and reward policies, processes, procedures operate coherently and correctly in support of organisational outcomes and objectives.
12. Take a proactive approach to embrace the ongoing work in relation to delivery of the People strategy, act as a positive advocate for this and seek to identify innovation in Reward to support strategy objectives.
13. Ensure Equality, Diversity and Inclusion is an integral consideration within projects and every day work.

Service Accountabilities

- Coach and influence leaders across the organisation to build trust and cohesion and to consider the ethical impact of their decisions in the short, medium and long term.
- Role model and promote ethical leadership, professional principles and values across the service and wider organisation.
- Visibly role model your own professional development and promote a learning culture. Ensure continuing, personal and professional development, taking ownership and accountability for staying up-to-date and professionally registered with the CIPD.
- Champion the People Service and Strategy, driving discipline to support the People Services Operating Model including feedback and continuous improvement.

- Develop strong and effective working relationships with colleagues from across People services, sharing knowledge and information to ensure the delivery of an excellent service to our customers.

Other Information

This post is designated as a casual car user.

The post holder will need to meet the travel requirements of the role regionally.

This post has no political restriction.

This role is office based and there is a requirement to attend the office on a regular basis but this is combined with some home working.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.







The content of this Job Description and Person Specification will be reviewed on a regular basis.




Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	Qualifications/Professional membership <ul style="list-style-type: none"> Educated to degree level or equivalent experience CIPD or equivalent professional qualification <p>CIPD Profession Map: This position is working at an Associate Member level of the CIPD Profession Map which will be used to develop the post holder and assess performance</p>	A
    	Knowledge and Experience <ul style="list-style-type: none"> Deep understanding of legislation, policies, procedures and initiatives relating to pay and reward. Experience of providing complex pay and reward advice and guidance within an HR Setting. Experience of managing reward based projects to support reward strategy, delivery of new policy or processes and introducing new reward initiatives. Knowledge of the legislative and regulatory environment relating to Human Resources and employment, and specifically in relation to pay and reward. Comprehensive experience of job evaluation methodologies Understanding of contract management and procurement activity Experience of working collaboratively with a variety of internal functions, stakeholders and service providers. 	A/I A/I A/I A/I A/I

	<ul style="list-style-type: none"> • Experience of supporting and mentoring team colleagues • Experience of working in a unionised environment • Experience of undertaking research, identifying improvements and implementing changes to processes. 	
  	Skills <ul style="list-style-type: none"> • Ability to undertake research, analyse and evaluate data and information from a variety of sources. • Ability to project manage Reward programmes of activity • Resilient with excellent planning and organisation skills with proven ability to prioritise work, meet deadlines and adapt to changing and, or competing demands. • Developed communication skills; be able to present information effectively and confidently to colleagues and customers in a variety of formats, using technical knowledge and data to influence decision making • Ability to deliver advice with confidence by drawing conclusions from available resources. • Excellent IT skills and familiarisation with computerised HR workforce systems. • Adept at working in ambiguity and working on own initiative. • Focused and passionate about delivering high quality outcomes with a positive approach to getting the job done • Practical and logical; able to solve problems quickly • Demonstrate a proactive approach to Continuous Professional Development • Be able to apply technological solutions to problems and interpret a range of HR data 	



*If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview. This scheme will also apply to Care Leavers and Armed Forces/Veterans.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre Plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting
Talent & Resourcing Team 01785 278300