

Pay & Reward Assistant Grade 7

Our Vision

We have a clear vision for Staffordshire - an innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

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 citizens
- **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.

Reporting Relationships

Responsible to: Pay and Reward Manager

Key Accountabilities:

The Reward Assistant supports the day-to-day processes of the Reward Team within the County Council. This will include supporting the activity associated with reward policy and processes to deliver continuous improvement across the activities of the Pay and Reward function. The role is required to:

- To support delivery of the Council's Job Evaluation scheme, policy and procedures by providing procedural advice to managers, collating information/data and ensuring records are up to date and accurate.
- To assist with the day-to-day Reward activities by processing and responding to pay and reward queries.
- To undertake external pay benchmarking and pay and benefit related research to support understanding and providing evidence relating to market pay information.
- To support with the production and analysis of employee data relating to reward initiatives to assist with the implementation of new processes and service improvements.
- Research staffing data and HR information sources to assist with resolution of pay queries.
- Support the Reward Advisers in the management and administration of the content within the employee benefits platform and with developing local offers.
- Assist with the implementation of pay awards, payroll system changes and other reward related projects to ensure timely and successful delivery.

- Collaborate with People Service colleagues, to ensure pay processes operate effectively and correctly in support of service outcomes and objectives.
- Ensure Equality, Diversity and Inclusion is an integral consideration within projects and everyday 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.

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
	<p>Qualifications/Professional membership</p> <ul style="list-style-type: none"> Educated to A' level or equivalent qualification / experience CPP qualified or willingness to undertake <p>CIPD Profession Map: This position is working at an Foundation level of the CIPD Profession Map which will be used to develop the post holder and assess performance</p>	<p>A</p> <p>A</p>
  	<p>Knowledge and Experience</p> <ul style="list-style-type: none"> Understanding of employment legislation and HR policies, procedures and initiatives. Experience of providing HR or pay and reward advice and guidance within an HR Setting. Experience of working with a multidiscipline function. Experience of undertaking research and supporting improvements and changes to processes. Experience in the use of Microsoft and ICT systems 	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

 	Skills	
	<ul style="list-style-type: none"> Ability to undertake research, source data and information from a variety of sources. 	A/I
	<ul style="list-style-type: none"> Resilient with effective planning and organisation skills with proven ability to prioritise work, meet deadlines and adapt to changing and, or competing demands. 	A/I
	<ul style="list-style-type: none"> Proven communication skills; be able to effectively and confidently communicate to colleagues and customers 	A/I
	<ul style="list-style-type: none"> Ability to provide advice with confidence by drawing conclusions from available resources. 	A/I
	<ul style="list-style-type: none"> Customer focussed and able to deliver high quality outcomes with a positive approach 	A/I
	<ul style="list-style-type: none"> Practical and logical; able to solve problems quickly Demonstrate a proactive approach to Continuous Professional Development 	A/I

This post is designated as a casual car user



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.

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 **Shared Services on 01905 947446**