

Pay & Reward Specialist Grade 10

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: N/A but 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 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.

Person Specification

Qualifications/Professional membership

- Educated to degree level or equivalent experience
- CIPD or equivalent professional qualification

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

Knowledge and Experience

- 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.
- 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

- 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

**This post is designated as a casual Car user
The content of this Job Description and Person Specification will be reviewed on a regular basis.**