

# Reward Adviser

## Grade 9

### **Our Vision**

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

### **Our Outcomes**

Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier and more supported in their community

### **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: Reward Manager**

**Responsible for: Not applicable**

## **Key Accountabilities:**

The Reward Adviser supports the effective management of pay and reward within the County Council. The role will contribute to the development and implementation of associated reward policy and processes to deliver continuous improvement across the activities of the Pay and Reward function.

- To support the development of the Council's Job Evaluation scheme, policy and procedures, administration and providing technical expert advice as required.
- Coordinate the activities associated with the processing or Job Evaluation.
- Providing support and guidance to managers in job design, whilst considering the Council's wider organisational structure and macro trends.
- To undertake 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.
- Experience of using and presenting complex pay data to resolve people issues.
- To support the production 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 is relevant for the intended audience and that supports People Service's Reward decision making.
- To apply principles of critical thinking to assess the quality of your own ideas.
- Support the establishment of a benefits strategy leading on relevant projects as required.

- To assist with 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.
- Support 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.
- 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.
- Provide support and guidance to managers, People Services colleagues in relation to all aspects of pay and reward to support effective delivery of agreed business and HR strategy.
- Take a proactive approach to understand and be able to articulate the ongoing work in relation to delivery of the People strategy and act as a positive advocate
- 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.

**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.
- This post is designated as a casual car user

## Person Specification

A = Assessed at Application  
I = Assessed at Interview  
T = Assessed through Test

Minimum Criteria for Disability Confident Scheme *	Criteria	Measured by
	<p><b>Qualifications/Professional membership</b></p> <ul style="list-style-type: none"> <li>CIPD or equivalent professional qualification</li> <li><a href="#">CIPD Profession Map</a>: 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</li> </ul>	<p>A/I/T</p>
  	<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>Understands legislation, policies, procedures and initiatives relating to pay and reward.</li> <li>Experience of providing pay and reward advice and guidance within an HR Setting.</li> <li>Knowledge of the legislative and regulatory environment relating to Human Resources and employment, and specifically in relation to pay and reward.</li> <li>Basic knowledge of job evaluation methodologies</li> <li>Experience of working collaboratively with a variety of internal functions, stakeholders and service providers.</li> <li>Experience of working in a unionised environment</li> <li>Experience of undertaking research, identifying improvements and implementing changes to processes.</li> </ul>	<p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p>

	Skills	
	<ul style="list-style-type: none"> <li>Ability to undertake research, analyse and evaluate data and information from a variety of sources.</li> </ul>	A/I/T
	<ul style="list-style-type: none"> <li>Resilient with excellent planning and organisation skills with proven ability to prioritise work, meet deadlines and adapt to changing and, or competing demands.</li> <li>Proven communication skills; be able to present information effectively and confidently to colleagues and customers in a variety of formats</li> <li>Ability to deliver advice with confidence by drawing conclusions from available resources.</li> <li>Excellent IT skills and familiarisation with computerised HR systems</li> <li>Adept at working in ambiguity and working on own initiative.</li> <li>Focused and passionate about delivering high quality outcomes with a positive approach to getting the job done</li> <li>Practical and logical; able to solve problems quickly</li> <li>Demonstrates a proactive approach to Continuous Professional Development</li> <li>Be able to apply technological solutions to problems and interpret a range of HR data</li> </ul>	A/I/T A/I/T A/I/T A/I/T A/I/T A/I/T A/I/T A/I/T



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**