Reward and Benefits Adviser

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

The Department of Human Resources is a key professional service within the University. We support the University's mission by delivering a high quality, progressive, equitable and inclusive employment experience, working closely with leaders in the organisation. Our vision is for the University to be a diverse and inspiring place to work that enables people to be themselves and perform at the highest levels in support of the University's ambitions. The Department comprises the following teams:

- HR Partnering
- HR Services
- HR Systems and Data
- Recruitment and Resourcing
- Payroll Services
- Reward and Benefits

Job Description

Job Grade: Administrative Services Grade 5

Job Purpose

Support the Reward and Benefits Manager in providing high quality reward and benefits advice to the University

Contribute to delivering an excellent employment experience for all staff in support of the University's mission

Lead on a small portfolio of key reward and benefits initiatives as determined by the Reward and Benefits Manager

Job Duties

- Assist with the production of pay benchmarking reports by undertaking salary benchmarking using a range of survey data, internal comparators and investigation of external markets.

- Prepare reports on pay related matters such as distribution of reward, market supplements and analysis of starting salaries to ensure equal pay is at the heart of all activity

- Support with the analysis of data for the gender pay gap and race pay gap in line with prevailing statutory legislation and guidelines working collaboratively with teams who provide the data set to work through anomalies

- Support with the analysis of the job evaluation job evaluation scheme and its application

- Carry out analysis and research on best practice relating to reward and benefits and staff discount schemes within the sector and beyond

- Continually monitor and review the University's benefits package, ensuring that it is attractive to staff and potential recruits

- Maintain confidentiality in relation to people matters and information management complying with GDPR

- Create innovative ways to promote the University's reward and benefits package

- Develop ideas and solutions for all aspects of reward liaising with colleagues about non pay reward matters and how these could support the employee experience and enhance performance

- Liaise with external companies responsible for providing employee benefits, e.g. BUPA cash plan, EAP, pension schemes

- Liaise with members, HR Business Partners and key stakeholders relating to ill health early retirement cases

- Work with other HR colleagues to resolve queries and/or complaints related to pay, pensions, reward and benefits

- Support the Reward and Benefit Manager with the consultation of and implementation of any changes to the pay, reward and pension schemes

- Work with other HR colleagues to implement changes as required. This includes statutory changes to pension scheme administration

- Undertake and lead project work initiatives as delegated to by the line manager

- Support the Reward and Benefit Manager with communications around rewards and benefits

- Any other reasonable duties as assigned by the Director of Human Resources

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Reward and Benefits Manager.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 – Application
2 – Test/Assessment Centre/Presentation
3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Work experience in a numerical or HR related area.	1
	Experience of conducting data analysis, identifying trends and creating user friendly reports.	1, 2
	Experience of working in a large complex organisation.	1
	Experience of maintaining confidentiality and compliance with GDPR.	1,3
Skills and abilities	An understanding of pay, reward and benefits and their role in creating a high quality, progressive and inclusive employment experience.	1,2,3
	Proven ability to work on own initiative.	1,3
	Highly attentive to detail as data accuracy is critical for this role.	1,3
	Proven ability to prioritise tasks and work under pressure to meet deadlines.	1,3
	Strong interpersonal skills to be able to build relationships with a range of stakeholders.	1,3
	Strong analytical skills to be able to understand, analyse and report on data sets.	1,2,3
	Ability to problem solve to create innovate and effective solutions.	1,3
	Commitment to equity, diversity and inclusion.	1,3
	High proficiency in Excel; Creation of formulas, pivot tables and strong numeracy skills.	1,2,3
	Competent in Microsoft applications, e.g. Word, Powerpoint, Excel, Outlook and in the use of HR systems.	1,3
	Commitment to high levels of customer service and providing a positive employee experience.	1,3
Training		
Qualifications	A-level education or equivalent experience.	1
	CIPD qualification level 5 (or working towards / willing to work towards within 18 months of undertaking role).	1
Other		

Desirable Criteria

Area	Criteria	Stage
Experience	Use of HR Databases including ITrent.	1 2,3
	Use of Business Objects Reporting Tool.	1, 2,3
	Ideally you will be familiar with the Hay Job Evaluation Scheme.	1,3
Skills and abilities		
Qualifications	CIPD Level 7 qualification (post graduate diploma.)	1

Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on Administrative Services grade 5 from £26,396 to £31,411 per annum, at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's Terms and Conditions of Employment for STAFF GRADES 1-5/STAFF GRADES 6 AND ABOVE, details of which can be found here.

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found here.

The University offers a wide range of employee benefits which can be found here.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see http://www.lboro.ac.uk/services/hr/athena-swan/