

JOB DESCRIPTION

Job Title	Reward Specialist
Reports to	Head of HR Services
Job Purpose	The Reward Specialist will work in close collaboration with the wider People Team and take a hands on approach in leading our Reward (inc. benefits and wellbeing) strategy and programmes for all team members of the organisation.
Key Deliverables	Reward matrix Benchmarking data Annual pay review Delivery of the Total Reward Strategy, including pay, benefits and wellbeing Pay gap reporting
Key Accountabilities	<ul style="list-style-type: none"> • Provide advice to the business on salary, benefits and wellbeing, in line with statutory requirements as well as our philosophy and guidelines. • Work with the Head of HR Services to create and deliver the Total Reward Strategy. Developing a reward strategy that attract and retain talent, recommending and business casing proposals and new initiatives. • Create a maintain reward matrix and conduct a pragmatic job slotting based on bands. Input and model the reward elements of our rewarding career adventures framework. • Manage the relationships with external reward providers and partners and ensure benefits and wellbeing renewals are dealt with effectively and efficiently within the required timescales. Where applicable, source new suitable external partners to improve benefits and wellbeing which are engaging to all employees and are cost effective. • Manage annual salary reviews, and ad hoc analysis based on market and sector specific benchmarking to ensure competitiveness. • Manage Short Term Incentive programs and plans. • Work with the recruitment team to monitor and collate relevant candidate data in regard to salary levels, expectations and arising trends to support internal vs external benchmarking activity. • Monitor marketplace competitiveness and external supplier performance on all benefit or wellbeing related programs or services in regard to cost effectiveness and quality and making team members go further, especially front line teams. • Work with the People Engagement Coordinator to promote and build communications that increase the utilization of new and existing benefits and wellness initiatives including discounts, financial wellbeing, and EAP. • Also work with the People Engagement Coordinator on recognition programmes/ events and long service awards.



	<ul style="list-style-type: none"> Oversee the accurate and timely co-ordination of core HR reward processes e.g. gender pay gap and pay review.
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PERSON SPECIFICATION

<ul style="list-style-type: none"> Skills Knowledge and Experience 	<ul style="list-style-type: none"> Experienced within a Reward specialism at a similar level or a strong understanding from working alongside reward processes in an HR generalist role. Experienced in leading annual employee benefit renewal cycles, including thorough testing and managing 3rd party suppliers to ensure strong service delivery and resolution of issues. Significant experience dealing with defined contribution schemes Experience in all key reward and benefit areas including job design and analysis, pay cycles and benchmarking, pensions, payroll and taxation, discount schemes, health plans, financial wellbeing (Wagestream advantageous) and insurances. Experience of employee wellbeing programmes and diversity, equity and inclusion, advantageous Good analytical and data interrogation skills, with an inquisitive mind, as well as ability to effectively organise and problem solve Have strong numerical and problem-solving skills, with the ability to manipulate and understand data and generate insights. Advanced Excel skills (using logic functions, working with lookups, data validation, pivot tables and charts) with the ability to process large datasets with appropriate data accuracy controls. Strong PowerPoint skills also required. Strong planning and organisational skills to ensure that projects are executed to agreed timescales. Confident in communicating with people at all levels and presenting knowledge in the form of webinars and training to HR and the business. Able to adapt positively to changing work priorities and patterns; ensuring key business and HR deadlines continue to be met. Excellent collaborative communication skills and interpersonal skills, with the ability to collaborate effectively with other teams and senior management. Experience of salary and bonus forecasting within designated budgets. In-depth knowledge of compensation practices, market analysis and regulatory requirements related to employee rewards. Demonstrable ability to maintain confidentiality and handle sensitive employee information with discretion. Detail orientated with strong analytical skills and proficiency in using compensation and HRIS systems (MHR/itrent advantageous) to analyse data and generate reports. Self-motivated and can work independently to meet exacting deadlines.
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