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| Last updated: | May 2022 |  | Job evaluated: |  |

**JOB DESCRIPTION**

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| Post title: | **Reward and Recognition Adviser** | | |
| School/Department: | Human Resources | | |
| Faculty/Directorate: | Professional Services | | |
| Job Family: | MSA | Level: | 4 |
| Career Pathway (\*ERE): | N/A | | |
| Post title of line manager: | Reward and Recognition Manager | | |
| Post(s) responsible for: | n/a | | |
| Post base: | Office/home-based | | |

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| Job purpose |
| To assist the Reward Manager in implementing the University’s reward and recognition policies and processes, which support the organisational capability to deliver its strategic objectives. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | To be responsible for the provision of specialist HR advice and data in relation to reward and recognition, performance and talent management. This involves becoming the technical expert in relevant internal reward policies, including pay, promotions, re-banding, re-grading and job evaluation; to coordinate the delivery and review of these processes, ensuring time efficiency, productivity and success of implementation. | 25% |
|  | Work in partnership with the wider HR Team, key stakeholders and Trade Union representatives to influence and develop activities that support the recruitment, retention, reward and development of the University’s people, engaging and motivating staff to deliver their best. Contribute to University wide projects using specialist knowledge, representing HR in meetings, leading short-term projects within the HR department and achieving high quality service delivery. | 20% |
|  | To support the Reward and Recognition Manager to review, design and develop reward and recognition policies and procedures to support the University strategy. Apply a good knowledge of HR best practice, emerging trends, and evidence-based information in the areas of reward, performance and talent management. | 15% |

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|  | To carry out regular management reporting as required, to meet the University’s governance requirements, including the production of papers/reports for University Executive Board and Professional Services Leadership. Examples include reporting on Emeritus Status and the outcomes of the academic promotions and re-banding processes. | 15% |
|  | To track, monitor and report on relevant reward and recognition policies, issues and problems, using knowledge of HR systems to identify and recommend appropriate solutions and process improvements to support the University strategy, for example the Equal Pay Report and action plans. | 15% |
|  | To have an understanding of how equality, diversity and inclusion applies to the responsibilities of the role and to actively promote equality and diversity in all aspects of the role. | 5% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
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| The University community including the University Senior Management teams, managers and employees, trade unions, HR colleagues, Legal Services, Finance, International Office, Faculties and Academic Units, University networks.  External providers, as appropriate. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Significant experience and knowledge of delivering, accurate and timely, specialist advice and activities in a complex organisation in the areas of reward, performance and talent management.  Proven experience of successful pro-active HR project management.  Experience of working with, interpreting and applying comprehensive policies and procedures.  Detailed understanding of a range of selection and assessment methods and proven experience of their practical application including development of career pathways for job families.  Experience of formal report and draft policy writing with high levels of accuracy. | Professional membership of the CIPD.  Experience of design and delivery of learning and development interventions.  Proficient in the use of Microsoft Excel, including formulas |  |
| Management and teamwork | Proven experience of working effectively both independently and in a team environment.  Proven ability to work autonomously and manage own workload.  Proven experience of working collaboratively with stakeholders to achieve an identified end goal. |  |  |
| Planning and organising | Able to demonstrate effective planning, management and prioritisation of an extensive and varied workload.  Able to work under pressure, to manage, plan and prioritise own workload and ensure strict deadlines are met. | Experience of successful project management. |  |
| Problem solving and initiative | Able to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them.  Able to identify and lead the implementation of service and process improvements.  Able to use HR software packages to produce, manipulate and interpret complex management information. |  |  |
| Communicating and influencing | Able to provide accurate and timely specialist advice and guidance on complex issues.  Proven ability to persuade and influence in order to foster and maintain relationships at all levels.  Presentation and facilitation skills.  Able to convey complex and contentious information to a range of audiences including senior managers and non-specialists both verbally and in writing.  Experience of providing support and training on HR issues to a range of managers and employees.  Experience of gaining and maintaining credibility, including managing expectations across all levels of the business. |  |  |
| Special requirements |  |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete/remove the section below. |