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| Last updated: | August 2024 |  | Job evaluated: |  |

**JOB DESCRIPTION**

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| Post title: | **Reward, Recognition and Inclusion Officer** | | |
| School/Department: | Human Resources | | |
| Faculty/Directorate: | Professional Services | | |
| Job Family: | Management, Specialist and Administrative (MSA) | Level: | 3 (0.8 FTE) |
| Career Pathway (\*ERE): | n/a | | |
| Post title of line manager: | Reward and Recognition Advisor | | |
| Post(s) responsible for: | n/a | | |
| Post base: | Office/home-based (hybrid) | | |

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| Job purpose |
| To assist in implementing the University’s reward and recognition and equality, diversity and inclusion (EDI) policies and processes, which support the organisational capability to deliver its strategic objectives. In co-ordination with related activities and services, this role performs a range of complex and mostly standardised activities with procedural and systematic proficiency. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To be responsible for the provision of specialist HR advice and information in relation to reward and recognition and inclusion. This involves becoming the technical specialist in relevant internal reward policies, including pay, benefits and job evaluation. To coordinate the delivery and review of these processes, ensuring time efficiency, productivity and success of implementation. | 25% |
|  | Build relationships and work in partnership with the wider HR Team, key stakeholders, staff and EDI networks 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, in an inclusive environment. | 20% |
|  | To provide administrative support to wider Reward, Recognition and Inclusion team including, purchase order and invoice management, team meeting and events scheduling, SharePoint and website pages and mailbox. | 15% |
|  | 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% |
|  | To track, monitor and report on relevant reward and recognition and EDI 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 equality charter 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, 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 | Substantial practical knowledge and experience of delivering, accurate and timely, specialist advice and activities in a complex organisation in the areas of Human Resources and/or reward, recognition and benefits.  Experience of working with, interpreting and applying comprehensive policies and procedures.  Practical knowledge may have been gained through: some or all of the following:   * Substantial, relevant work experience * Vocational training * Formal qualification(s) equivalent to Level 3 or 4 of the Regulated Qualifications Framework. | Professional membership of the CIPD.  Proficient in the use of Microsoft Excel, including formulas  Experience of formal report and draft policy writing with high levels of accuracy.  Understanding of equality and inclusion principles in the workplace. | CV/Interview |
| Management and teamwork | Positively influences the way the team works together.  Ensures colleagues are clear about priorities and service expectations.  Ensures regular liaison and communication with a wide range of colleagues and builds good working relationships.  Proven ability to work autonomously and manage own workload. |  | CV/Interview |
| Planning and organising | Plans and prioritises own work, and that of others, where required.  Solicits ideas and opinions from others to inform work plans.  Demonstrates effective planning, management and prioritisation of an extensive and varied workload. | Experience of successful project management. | CV/Interview |
| Problem solving and initiative | Elicits information to identify specific customer needs.  Uses initiative and applies a comprehensive understanding of established practices and procedures to interpret requirements, identify issues and resolve problems.  Develops improved methods, where required, within established practices and procedures. |  | CV/Interview |
| Communicating and influencing | Provides 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.  Conveys 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. |  | CV/Interview |
| 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. |