**JOB DESCRIPTION**

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| **Job Title** | **Senior Pay and Reward Adviser** |
| **Department** | **Resources and Asset** |
| **Section or Service** | **HR and OD, HR Operations** |
| **Grade** | **H** |

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| **Responsible to:** | **Strategic HR & OD Lead Performance and Reward** |
| **Employees directly supervised** *(if applicable)***:** | **None** |
| **Family Tree** | |
| ***Indicate by means of a diagram the position of job within the organisation or attach an organisation chart.***  Director of HR and OD  Head of HR Operations  Strategic HR&OD Lead Performance and Reward  Senior Pay and Reward Adviser  Senior Pay and Reward Adviser  HR&OD Officer/ Apprentice | |

1. **JOB PURPOSE:**

* Contribute to achieving the objectives of the HR&OD function by providing specialist input and advice on pay and reward policies and practices of the Council, and other organisations that purchase our services (e.g. local authorities and schools) by working collaboratively with HR&OD colleagues, managers and other stakeholders.
* Provide expertise on job evaluation to ensure posts are evaluated in accordance with the Council’s organisational design principles, pay policies and good practice on equal pay, leading on allocated areas of monitoring and development of the job evaluation process and methodologies.
* To carry out research and analysis on all aspects of pay and reward as required in order to provide specialist guidance and advice to HR&OD colleagues and managers at all levels, leading projects and making recommendations for change.

1. **DESCRIPTION OF DUTIES:**

* Carry out job evaluations using the Korn Ferry Hay and Greater London Provincial Council (GLPC) schemes, ensuring a prompt completion to support business needs and ensuring consistency in the application and integrity of the schemes, including as a technical advisor for JE appeals when required.
* Contributes to the review and development of pay and reward policies and strategies, conducting research and comprehensive analysis of schemes and their impact to make recommendations for change.
* Maintain up to date knowledge on matters which affect pay and reward in the Council, including case law and developments on equal pay and good practice which may impact on pay and reward, champion good people management practices and seek to innovate.
* Provide specialist advice on grading and the content of job descriptions associated with new structures and reorganisations, seeking opportunities where possible to align grades to the Council’s organisational design principles.
* Contribute to the development on new pay and reward initiatives ensuring that proposals are fit for purpose and in line with legislation, good practice, the Council’s strategic objectives, values, pay and reward policies and terms and conditions of employment.
* Provide specialist advice and coach HR&OD colleagues and managers at all levels on pay and reward matters, including the application of relevant national, regional and local pay and conditions and compliance with Agency Worker Regulations, to help them develop their skills and capability and increase compliance.
* Undertake detailed analysis of pay and workforce data to monitor application of the Council’s policies and conditions of service, including the assessment of equalities impacts and financial implications.
* Lead on allocated aspects of pay and reward on behalf of the team e.g. for specific occupational groups and service areas or particular systems and processes.
* Contributes to the development and implementation of the people strategy focusing on performance and reward.
* Monitor and assess the impact of existing and new pay arrangements in order to assess organisational impacts, including equalities and financial implications.
* Ensure the highest standards of information management in accordance with the Council’s Information Management related policies, including GDPR and the handling of sensitive personal information in particular.
* Ensure effective guidance is available to HR&OD colleagues, managers and employees through the production guidance and maintenance of auditable procedures and processes and to increase their knowledge and skills through provision of relevant training, increasing the organisation’s capacity to self-serve.
* To maintain knowledge of and promote the Council’s Equality Diversity and Inclusion strategies and related policies.
* Assist in the supervision of employees if required, to provide the highest quality service in line with the Council’s objectives, strategic priorities and values, deputising for the Strategic Lead as required, including during periods of absence.
* Represent the HR&OD function at internal meetings and with external agencies, including other local authorities and public / private sector bodies as requested.
* To undertake other duties as directed that are commensurate with the level and responsibilities of the post.

**SELECTION CRITERIA/PERSON SPECIFICATION**

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| **Job Title:** | **Pay and Reward Business Partner** |

**Conditions to Note:**

**Candidates**:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

**Recruiting Managers**:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

**Values & Behaviours**

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

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| **A** | **Equal Opportunities**  Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace. |
| **B** | **Qualifications:**   * MCIPD qualified or another equivalent qualification or able to demonstrate equivalent knowledge gained through experience that is relevant to the duties of the post * Trained in the use of the Korn Ferry/Hay job evaluation scheme. |
| **C** | **Knowledge & Experience:**   * Broad knowledge of current trends in pay and reward practice. * Detailed and up to date knowledge of employment and equalities legislation that applies to pay and reward. * An understanding of the role of local authorities and their current priorities and challenges. * Substantial experience of managing all aspects of the job evaluation process to meet specified timescales and maintain the integrity of evaluation schemes. * Experience of reviewing and implementing HR policies and practices to deliver change and business improvements with evidence of measuring impact. * Proven ability of providing solution focused professional advice on complex pay and reward matters, reflecting good practice on equality, diversity and inclusion at all times, to managers at all levels and HR colleagues. * Strong numeracy skills with the proven ability to provide accurate analysis of workforce and payroll/financial data to inform decision making. * Proven ability to carry out research and write concise advice and reports that enable timely decision making. * Evidence of being a self-starter and using own initiative to identify and solve problems. * Effective written and verbal communication and influencing skills. * Strong organisational skills to manage a varied workload with competing deadlines, including when working as part of a team. * Ability to design and deliver training and briefing sessions. * Experience of using Windows based applications to complete tasks related to the duties of this post and of using HR systems. |

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|  | **Our Values & Behaviours** |
| **D** | * We put local people at the heart of decision making in everything we do. * We seek to include and involve: all voices matter. * We provide quality services that are responsive, effective and efficient.   The following examples are indicators of effective behaviour:   * I actively involve and include the communities that I serve in my work. * I shall reflect the views of the communities in my daily work. * I shall improve the service I provide through seeking feedback from others.   Our residents will feel that:   * I have been included * I can see how my views have been taken into account * I can see improvements and developments based on my input |
| **E** | * We listen to everyone and value the personal experiences of people in our communities and of each other. * We adopt a fair, and involving approach regardless of any way in which an individual is different to us.   The following examples are indicators of effective behaviour:   * I adapt my approach to take account of all differences and cultures in the community and with colleagues. * I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. * I communicate in a way that is respectful, encourages involvement and meets people’s needs.   Our residents will feel that:   * I feel my culture and background are respected. * I have confidence that action is being taken. * I feel I am being treated fairly. |
| **F** | * We act with openness, honesty, compassion, responsibility and humility. * We let people know what we are doing and communicate why and how decisions have been made.   The following examples are indicators of effective behaviour:   * I demonstrate empathy in my interactions with others. * I am honest and transparent about the decisions I take. * I follow through on the actions I say I will take and take ownership for communicating the outcome.   Our residents will feel that:   * I am told when something is not possible and the reasons why are explained to me. * I feel my perspective is listened to and understood. * I feel my views are valued |
| **G** | * We work together and in partnership with everyone that has an impact on the lives of our residents. * We want to understand, learn from each other and continually adapt.   The following example s are indicators of effective behaviour:   * I work with others to provide an effective service for residents, local communities and other departments within the Council. * I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. * I seek out opportunities to learn from my colleagues and build on good practice.   Our residents will feel that:   * I can get my issue resolved without being passed around departments. * I find it easy to access the services that I need. * I feel the Council is open to new ideas. |