

# Pay and Reward Advisor

**Directorate:** HR Services, Strategy and Partnerships

**Reports to:** Workforce Policy and Reward Manager

**Grade:** P&M1

**Location:** Cambridgeshire – New Shire Hall, Hybrid Working

## Job Purpose

Manage the development and delivery of the Council's pay and reward offer, providing professional advice and insights to support the delivery of the Council's People Strategy and to ensure compliance with employment legislation and best practice. This includes oversight and delivery of outcomes critical to the annual pay cycle, including pay awards and the payment of incremental pay rises, working with our Business Systems and Payroll Services colleagues to ensure that these processes are delivered accurately and to time.

Alongside wider HR services, develop and implement new pay and reward initiatives ensuring that these are transparent, inclusive and fair, while delivering on our organisational needs and outcomes.

Develop ways to link our pay and reward strategy more closely with organisational design, creating clear pathways for progression and development within the organisation that attract candidates, support the retention of skills and talent, and promote engagement.

The success of this role will be seen in its ability to balance operational delivery of our pay and reward offer, with developing our approach so that it is understood by colleagues to be the best we can offer in the context of our organisation, feels fair, and encourages people to join us and stay with us.

## Accountabilities

### Pay and Reward Strategy

Develop the Council's Pay and Reward Strategy and Pay Policies, working with the wider HR service and Directorate Management Teams to make recommendations to improve and innovate our pay and reward approach, in order to meet identified organisational priorities and drive engagement. Ensure that our initiatives are not only fit for purpose for the service, but also align with corporate priorities whilst being transparent and equitable.

Continuously review, externally benchmark and apply creative solutions within HR frameworks to ensure the Council's pay and reward schemes are the best we can offer. Identify, assess and mitigate risk in relation to pay policy and employment legislation. Determine solutions to pay and related systems when issues arise. Develop means by which the effectiveness of our pay and reward strategy can be measured for impact.

Provide professional pay policy and legislative advice to HR colleagues to ensure that all aspects of pay and reward across the Council is handled appropriately and promptly within agreed frameworks and procedures.

## **Annual Pay Cycles**

Take the lead on annual updates to all Council's pay scales and associated pay policies ensuring compliance with nationally negotiated pay frameworks where appropriate. Work with finance colleagues to consider the financial implications of such changes and ensure HR systems can facilitate the updates needed. Manage the client relationship with the Business Systems Team to ensure that the organisation's pay policy needs and priorities are acted upon and that the employment elements of the payroll system are effective, working closely with the HR Advisory Team to ensure that non-pay related aspects are given appropriate consideration.

Manage the annual appraisal rating cycle, working with Business Systems and Payroll Services colleagues to ensure that payments are paid on time and within policy. Prepare annual reports for Corporate Leadership Team and other stakeholders analysing the equality impact of the payments whilst also suggesting continual improvements to the scheme.

Work with services across the Council to implement and review existing pay and reward initiatives including but not limited to; retention payments, market supplements, honorarium payments and pay related local agreements. Ensure that payments are equitably paid in a timely way and also annually review the schemes to ensure they remain fit for purpose and aligned with wider organisational priorities and strategies.

Work with the Workforce Strategy Advisor, EDI Business Partner, and Policy & Insights team to prepare pay data for the annual pay gap information.

Take the lead on preparing and publishing the annual pay transparency information. Ensure that statutory responsibilities are being met and work alongside the Workforce Policy and Reward Manager to inform changes to the Council's Pay Policies.

## **Quality Assurance**

Develop and maintain processes for ensuring the integrity of data within the Council's Payroll System, that has an influence on pay, e.g. terms and conditions, salary codes, allowances. Ensure data is reviewed and cleansed periodically, liaising with the HR Advisory Team as appropriate.

## **Job Evaluation and organisational design**

Oversee the integrity and application of the Council's job evaluation framework. Work with the HR Advisory team to ensure consistency of the whole process, through challenge at all levels from job analysis, need and design, through to the scoring and evaluated grade.

Scrutinise and provide challenge to panel evaluations, periodically reviewing evaluation results and profiles for consistency and equity.

Manage the whole evaluation process ensuring that the Council's job evaluation scheme remains fit for purpose, aligns with the Council's pay policies and reward strategy and maintains an equitable and transparent grading structure.

### **Project Management**

Take the lead on identified People Strategy related projects. Take a project management approach to support managers and HR teams under the vision and direction of the people strategy.

Provide professional pay and legislative advice to projects and programmes being undertaken within the wider HR Service.

### **Inclusion**

Ensure that the Council's pay and reward policies and initiatives foster an inclusive culture, where each individual is valued for their contribution. Challenge practices to break down barriers to equality and encourage diversity through policy and practice.

## Person Specification

### Education and Qualifications

#### Essential

- Educated to degree level or equivalent experience
- CIPD qualified or equivalent

### Experience and Knowledge

#### Essential

- Good understanding of HR policies and systems, particularly relating to pay and reward; sound understanding of organisational structures and functions
- Sound and up to date knowledge of employment legislation and implications for large employers.
- Previous HR experience in a large organisation, including in relation to pay and reward outcomes
- Previous experience of project management
- Experience of developing strong and effective relationships across inside and outside of the organisation.
- Demonstrable experience of and commitment to equality, diversity and inclusion.
- Understanding and experience of pay and reward approaches

#### Desirable

- Previous experience of pay implementation in a large employer
- Understanding of the political context and environment of local government

### Skills

#### Essential

- **Digital skills** – confident in using available systems specifically to present and analyse data and information for different target audiences.
- **Project Management** – able to clarify project outcomes, develop project plans and deliver required outcomes to agreed timelines.
- **Analytical skills** – can quickly and accurately research, analyse and comprehend a range of information and present well-reasoned conclusions and recommendations
- **Attention to detail** – demonstrates careful attention to detail and the ability to check all work for accuracy and quality standards.
- **Professional development and continuous learning** – committed to learning and developing own knowledge in a way that benefits the organisation
- **Flexibility** – Willingness and ability to take a flexible approach to get the right outcome
- **Drive/motivation** – self-motivated, shows energy and enthusiasm; driven to achieve high personal work standards.
- **Influencing skills** - Ability to collaborate with and influence key stakeholders, where multiple interests are at play. **Engaging others** - The ability to convey a shared sense of purpose and direction, enabling others to engage with, understand and contribute to the successful delivery of the Council's objectives.