

# Pay and Reward Advisor

**Directorate:** People and Culture, Office of the Chief Executive

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

**Grade:** P&M1

**Location:** Cambridgeshire – New Shire Hall, Alconbury Weald. Hybrid Working

## Job Purpose

To support the delivery of the Council's pay and reward offer, providing professional advice and insights aligned to our People Strategy, to ensure compliance with employment legislation and best practice, and enabling the organisation to attract and retain skills and talent, and promote engagement. This includes 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.

To work collaboratively with colleagues across the organisation to identify opportunities for continuous improvement and ensure our pay and reward initiatives are transparent, inclusive and fair, while delivering on our organisational design needs and outcomes. Take the lead in ensuring our range of employee benefits are well understood and widely utilised, managing relationships with contracted suppliers to ensure value for money and connection with our approach to wellbeing and 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 People and Culture service and Directorate Management Teams to make recommendations to improve and innovate our pay and reward approach, 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 existing 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.

Use expertise and understanding of our benefits and our workforce to embed understanding and appreciation of this offer among colleagues, maximise usage, and secure best value for money from our benefits contracts. Work collaboratively with colleagues to effectively promote what is available, manage relationships with suppliers, and make links across different aspects of our employment offer, to support wellbeing, engagement, and inclusion.

### **Annual Pay Cycles**

Take a lead role in ensuring annual updates to the Council's pay scales and associated pay policies are implemented in a timely manner, 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 People Services to 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 and also annually review the schemes to ensure they remain fit for purpose and aligned with wider organisational priorities and strategies.

### **Statutory Reporting**

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

Take the lead on preparing and publishing the annual pay transparency (senior officer pay) 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.

Fulfil any other statutory reporting requirements, ensuring that relevant data is collated, presented accurately and published within the required timescales.

### **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 People Services Team as appropriate.

### **Job Evaluation and Organisational Design**

Ensure the Council's approach to job evaluation and organisational design is fully embedded within pay policy and practice, maintaining alignment between evaluated roles, pay structures and reward frameworks. Ensure progression frameworks are accurately reflected within the Council's Pay Policy and updated as required. Where inconsistencies are identified, proactively follow up with People Services to ensure these are addressed and resolved with managers.

Provide support in responding to external benchmarking requests as and when required.

### **Project Management**

Take the lead on identified People Strategy related projects. Take a project management approach to support managers and People and Culture teams to deliver commitments within our People Strategy.

Provide professional pay and legislative advice to projects and programmes being undertaken within the wider People and Culture 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

#### Desirable

- 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 responsibility for 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, including to achieve accurate and timely pay outcomes.
- **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.