



Role Profile

Job Title: Pay & Reward – Project Support Officer	Role Profile Number: ENN51
Grade: N Salary:	Date Prepared: 22/11/2021
Directorate/Group: HR&OD	Reporting to: Pay and Reward Specialist
Structure Chart attached:	No

Job Purpose

In this key role, you will work with benchmark market data to identify the optimal position and fit for Swindon Borough Councils' new pay and reward framework. Working with the Pay and Reward Specialist, you will utilise the Career Family structure to develop and test options to create a simplified set of terms and conditions, and to shape a richer employee benefits proposition.

Key Accountabilities

- Utilise benchmark terms and conditions data and other employment data, and map this to employees using Swindon Borough Council's career family structure
 - Utilise the career family structure as the basis for analysing employee data
 - Map, test and explore different options to identify solutions that provide the optimal fit, cost and outcome
 - Prepare materials that illustrate the outcomes, issues, risks, costs and benefits of the options under consideration, using PowerPoint, Excel and typed summaries
 - Interrogate data and identify patterns or outcomes that might result in the options failing to treat any group of employees equally, using the nine protected characteristics
 - Analyse the options under consideration to identify the optimal solution. Evaluate and test alternatives to those specified
 - Work confidently with large volumes of employee data held on spreadsheets. Analyse the data and summarise findings
 - To make recommendations to project group for the Pay and Reward Workstream
 - To provide analysis of the terms & conditions, and provide comprehensive project support in the build up and during consultation with the trade unions
- To undertake Market research on wider employee benefits, benchmarking benefits and costs of these, to make recommendations to workstream lead.

Supplementary Accountabilities

- Flexibility to support other members of the project team with their workstreams.

Knowledge & Experience

Demonstrable experience of the following:

- Experience in working with HR data in an HR, pensions, payroll, reward, employee benefits and/or project role.
- Used to utilising different sources of employee benchmark data detailing pay, employee benefits, terms and conditions and related employment information
- Able to work confidently with large volumes of employee data on Excel
- Analysing data using different criteria, such as the nine protected characteristics
- Exploring data and using insight to identify patterns and solutions
- Presenting findings of analysis, along with options/solutions for evaluation by others
- Understanding of the data being utilised and seeking solutions to help deliver the project objectives

Qualifications

- Educated to A-level standard, , or compensatory experience

Decision Making

- Able to identify how best to analyse a set of employee data using benchmark data.
- Can identify when options being explored do not provide a solution or good fit.
- Is able to identify alternative solutions to model and explore that may achieve a good outcome, using cost, fit and other criteria to guide selection.
- Can identify how best to present and summarise findings and recommendations, for evaluation by others.

Creativity and Innovation

- Able to work independently to complete a schedule of work with agreed objectives.
- Able to understand the objectives of the work they are required to deliver and to complete this.
- Can adapt their approach and modify how they are to progress their

<u>Job Scope</u> Number and types of jobs managed <ul style="list-style-type: none">• None. Typical tasks supervised/allocated to others <ul style="list-style-type: none">• None.	Budget Holder Responsibility Asset Responsibility:	No No
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Contacts and Relationships

Work with the Pay and Reward Specialist

Other Key Features of the role

- The post holder will be expected to work independently without the need for substantial supervision to deliver work of high quality.
- The post may be home based.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	