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| Job title: | Pay & Reward Lead | Role Profile No | N/A |
| Grade/s: | Circa £75k (FTC until June 2023) | | |
| Salary Range Directorate / Pillar / Strand | Resources | Reporting to: | Director of People, Culture & Organisational Resilience |

Role Context

The Council has significant challenges ahead, including delivering service improvement in an environment where the demand for public services is increasing, against a backdrop of reduced resources. The way in which public services is delivered will continue to evolve and change, and the Council wants to be at the forefront of enabling safe, strong and prosperous communities.

It is therefore critical that the Council has the culture, processes and systems within which the right workforce can deliver their very best. The aim is to enable managers to create a highly productive working environment that reflects the core values and fosters talent through the delivery of agreed outcomes for customers and local communities.

Reporting to the Director of People, Culture and Organisational Resilience, to be the Pay & Reward subject matter lead & pivotal link between workstreams & key stakeholders, as part of our exciting & ambitious Pay & Reward programme.

The Pay & Reward Lead will be responsible for providing specialist knowledge and expertise as we enter the next phase of our Council wide Pay & Reward modernisation. This role will lead on facilitating and driving through synergies and consistency of approach across individual workstreams aligned to this programme, in particular across pay modelling, career families and terms and conditions, ensuring that we deliver a fit for purpose pay modelling & reward infrastructure.

Working alongside the Project Manager & workstream leads, ensuring our Pay & Reward programme progresses on track and is aligned to our Workforce Modernisation Programme, enabling the Council to be progressive, modern, efficient and effective.

Role purpose

Overseeing and leading the next phase of the Council wide Pay & Reward modernisation programme, as the subject matter expert/technical lead. This includes reviewing/recommending pay modelling strategies and reward and recognition initiatives as we enter into a period of exciting transformational change within the organisation.

To work closely and collaboratively with colleagues across the Council and manage relationships with stakeholders- to be the lead in facilitating conversations and alignment of activities between individual workstreams of the wider Pay & Reward transformation.

Support the organisation in making the best of its people, by delivering and implementing a pay and reward infrastructure that is fit for purpose, attracts & retains talent, is flexible and aligns with wider People & Culture change strategies & our At Our Best culture programme.

A subject matter expert, providing knowledge and best practice approaches for pay modelling & reward strategies and overseeing the day to day management of the workstream leads.

Key Accountabilities

- Working collaboratively with workstream leads, to manage, shape and implement key programmes of activity across the next phase of our Pay & Reward programme- in particular Pay modelling, terms and conditions and career families. Leading on the facilitation & management of cross-workstream activity.
- Working in close partnership with the Project Manager, to ensure transparency, governance, timely reporting and measurable progress towards the project end targets
- Deliver to agreed time, cost and quality measures, tracking and monitoring progress and escalating business risks where appropriate
- To make appropriate, well researched and evidence based recommendations in relation to pay and reward strategies.
- Broker services and support from other areas of the People & Culture team and wider organisation as required to ensure delivery of workstream milestones, maintaining consistency of approach & open communication channels across workstreams.

Knowledge and Experience

- Significant specialist level experience within a large scale Pay & Reward programme
- Local Government experience implementing Pay & Reward models and strategies
- Experience in working with Trade Unions, with demonstrable experience of positive results achieved through consultation
- Able to operate as a technical and legislative subject matter expert, within the People & Culture

Leadership Team and across Swindon Borough Council

- Experience of applying pay and reward legislation and best practice to implement policy and procedure
- Experience in benchmarking, market analysis and the design, implementation of policies and procedures
- Experience of major change programmes in large, complex and unionised organisations
- Strong communication and influencing skills
- Confident decision maker, able to facilitate the progress of the P&R project, while understanding the governance and approval processes required by the Council
- Ability to build strong and successful relationships with customers and stakeholders
- Strong diagnostic skills, sound judgment and decision making skills
- Strong leadership skills, able to support direct reports on a day to day basis
- Evidence of collaboration across a complex organisation
- Coaching and facilitation skills

Swindon Borough Council Our Manager Competencies

- Managing Self – Managing your time, priorities and resources to achieve goals and meet personal learning and development needs
- Managing People – Learning, engaging, developing and motivating employees to perform their best
- Managing Change – Helping others to approach changes at work in a way that seeks to ensure their commitment and enthusiasm for achieving council objectives
- Managing information – Working in a informed way, making good decisions based on relevant information and data
- Managing Partnerships and Relationships – Building effective working relationships and ensuring partnerships are effective and focused on outcomes
- Managing Resources – Achieving objectives through effective planning and allocation of resources
- Managing Activities – Managing the activities of teams to achieve business priorities within agreed time scales and budgets
- Managing Risk – Actively seeking to identify, evaluate and mitigate risks and threats to business continuity and the achievement of council objectives

Contacts and Relationships

- Other People, Culture & Organisational Resilience colleagues
- Leadership teams within the business
- Elected members
- External partners