

<b>Job Title:</b> Reward Analyst	<b>Role Profile Number:</b> ENH147
<b>Grade:</b> Q	<b>Date Prepared:</b> August 2015
<b>Directorate/Group:</b> HR & OD	<b>Reporting to:</b> Pay and Reward Project Lead
<b>Structure Chart attached:</b>	No

### Job Purpose

- To apply benchmark market data to Swindon Borough Council employee data using the Career Family match, to model, test and cost options, to identify the optimal position and fit. Test the options defined by the Project Lead and explore alternatives, where these are identified. Identify alternative solutions to those proposed. Prepare summaries of recommendations for evaluation by the Project Lead, Project Team and others.

### Key Accountabilities

- Utilise benchmark salary surveys, benefits reports, terms and condition data, and other employment data, and map this to employees using Swindon Borough Council's career family structure. Develop tools to do so consistently.
- 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.
- Propose sources of benchmark data that may provide additional insight.
- 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.

## **Knowledge & Experience**

Demonstrable experience of the following:

- Working with HR data as an analyst in an HR, pensions, payroll, reward, employee benefits and/or project role.
- Utilising different sources of employee benchmark data detailing pay, employee benefits, terms and conditions and related employment information.
- Developing methodologies for mapping benchmark data to an organisations' own grade set, career/job family structure, or job architecture.
- Working 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 the data being utilised and seeking solutions to help deliver the project objectives.
- Summarising the conclusions reached during the analysis using the optimal format, creating written commentary and detailing the options it is recommended be progressed.

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## **Qualifications**

- Preferably educated to A-level, BTEC National Diploma or NVQ3, or equivalent.

## **Decision Making**

- Able to evaluate the proprietary structure of data used in benchmark surveys and recommend how to map this to Swindon Borough Council's Career Family structure.
- 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 and modify their approach.

