



SWINDON
BOROUGH COUNCIL

ROLE PROFILE

Title:	Reward Analyst		
Career Family:		Date:	17/04/2023
Career Family Level:	Grade Q	Reference:	SBC_11261
Reports to (Job Title):	Reward Manager (SBC_11632)		

Purpose:

This role is supportive reward role, responsible for delivering the reward strategy under the reward team (as part of the people function). The role is responsible for advising on the future employee offer and setting rates, benefits and the re-setting the boarder reward offering.

Accountabilities:

- Provide professional advisory support and counsel to colleagues/customers (including Counsellors) by being the focal point of contact within a team, adapting advice as required to the specific context, to ensure that there is alignment between policy and practice.
- Work with a number of stakeholders to deliver complex and broad organisational services to a number of stakeholders at differing levels across the organisation to support smooth operations.
- Apply agreed standards to organisational services, identifying improvements and developments locally, and making policy recommendations that are influenced by best in class externally.
- Apply new approaches and/or techniques in professional area, to enable continuous improvement and drive Swindon to be a modern, efficient and effective Council
- Build relationships with colleagues and external stakeholders/customers to collaborate to optimise an efficient, expert and effective service delivery that supports wider business objectives.
- Any other duties and/or accountabilities commensurate with the roles seniority to meet the needs of residents, through the application of relevant knowledge, skills and experience within the specialism of the role.

Context and Dimensions:

Financial responsibilities:

This role has direct budget accountability.

Management responsibilities:

This role has management/supervisory responsibilities.

Values and Behaviours:

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrative and live our organisational values and behaviours, this mean in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behavior style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

PERSON SPECIFICATION

Qualifications:	E or D	S / T or I
1. Associate of CIPD (or greater is a plus).	D	S
2. Bachelor's (BSc/BA) (or equivalent commensurate relevant experience).	D	I
Knowledge and Experience:		
3. Experience in pay benchmarking (preferably using Cendex tooling or similar)	D	I
4. Experience in attending RemCo meetings and events to drive change.	D	I
5. Experience in collective bargaining in a public sector environment.	D	I
6. Experience in gender pay reporting and ethnicity pay analysis.	D	I
Aptitudes, Skills and Competencies:		
7. Experienced user of MS Suite such as powerpoint and excel.	D	S
8. Outline understanding of remuneration issues in a public sector context.	D	I
Special Conditions of Recruitment:		
9. Attendance at meetings at times required to meet objectives.	E	I

Version History:	Person
1. Version created on 17/04/23	B Garland