



## Role Profile

<b>Job Title:</b> Pay & Reward Business Partner	<b>Role Profile Number:</b> SBC_11955
<b>Level:</b> <b>Salary:</b>	<b>Date Prepared:</b> October 2023
<b>Directorate/Group:</b>	<b>Reporting to:</b> Head of Systems
<b>Structure Chart attached:</b>	Yes

### Job Purpose

As an integral part of the Reward Team, this role will work closely with the Head of Systems and the rest of the HR team to lead the delivery of the Council's Pay and Reward proposition.

Working in partnership with the business and HR and Finance colleagues, will combine an understanding of the organisation and its context with Reward expertise, in order to tailor reward solutions and develop effective interventions, to meet organisational needs, now and in the future.

The Pay and Reward Business Partner will work with the all Directors and Heads of Services to provide commercially focused and pragmatic solutions for all reward matters.

### Key Accountabilities

- Lead financial analysis, modelling and process management on matters associated with Pay and Reward
- Support the preparation of Remuneration Panel and actively participate in decision making as part of the panel.
- Work across all business areas, providing expert Reward guidance and support to the Leadership teams
- Design and launch Pay and reward process and strategies aligned to the Council's pay and reward principals
- To review Market Factor supplements, and make appropriate decision in this area and communicating those decisions effectively to the council
- To provide reports regarding changes to pay levels for roles that have been to remuneration panel and liaise with the HR team to communicate these changes

- You will build key relationships at all levels and will be responsible for core reward principles and activities to ensure that the People & Reward objectives are met You will partner with key stakeholders to align the structures within their teams and create business cases for change
- To undertake job evaluation and verification of roles
- To research and ensure the council's pay and reward offer is in line with what the market is offering to ensure we maintain talent and core skills
- Line manage a Reward analyst

### **Supplementary Accountabilities**

- To be support in Recruitment activities where Pay and reward expertise will come into play
- To manage complaints/concerns rising from pay and reward matters
- To hold workshops where appropriate to coach managers and colleague regarding the Council's pay and reward processes.

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Be experienced in complex reward planning within a large matrix organisation.
- Have knowledge and experience of reward tools and principles.
- An understanding and experience in linking reward design to employee engagement.
- Have excellent stakeholder management expertise and negotiation skills
- Trained in Hay Evaluation
- Strong analytical, numerical and modelling skills
- Delivery orientated and able to adapt to changing context
- Ability to work at pace and deliver against established personal and team targets.
- Resilient, approachable, and confident.
- Experience of working in a matrix organisation and working with Finance colleagues
- Understanding of regulation and legislation affecting Professional statutory Services
- Strong influencing skills and is able to adapt style to different audiences.
- Experience of operating effectively at a senior level and an ability to challenge appropriately
- Has gravitas and is able to build credibility easily
- Leadership experience, either as a line manager or a coach/mentor
- Highly articulate with excellent written and verbal skills

### **Qualifications**

- Post graduate HR or Finance qualification
- CIPD Level 5 or above

**Decision Making**

- To be confident in making decisions that you know will not be popular
- To make decisive and well thought decisions at Rem panel

<b><u>Job Scope</u></b>  <b>Number and types of jobs managed</b> <ul style="list-style-type: none"><li>• Reward Analyst</li><li>•</li></ul> <b>Typical tasks supervised/allocated to others</b> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>	<b>Budget Holder</b>  <b>Responsibility</b>    <b>Asset Responsibility:</b>	Yes  .
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**Contacts and Relationships**

*(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Insert examples of contacts and relationships that the role with encounter
- *External Recruitment Market data*
- *Hay*

**Other Key Features of the role**

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

- Attendance on site 2/3 days per week

<b>Employee Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	
<b>Line Managers Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	