

Job Title: Reward Analyst	Role Profile Number: ENH147
Grade: Q Salary:	Date Prepared: 20-Aug-2015
Directorate/Group: HR&OD	Reporting to: Pay and Reward Project Lead
Structure Chart attached:	

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.

Supplementary Accountabilities

- None.

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.

Qualifications

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

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 their approach and modify how they are to progress their

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

- Work with the Pay and Reward Project lead, Project Team members and members of Swindon Borough Council’s HR team.

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 demonstrate and live our organisational values and behaviours, this means in our work we are:

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

We display a communication and behaviour 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.

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: Sonia Grewal
Date: 20 August 2020	