

# Job Description

## Senior Reward Officer



|                 |                    |
|-----------------|--------------------|
| Role Profile    | MUL040             |
| Service/Team    | People and Culture |
| Reports to      | Reward Lead        |
| Number of posts | 1                  |

**My job improves the quality of life for the people of Bournemouth, Christchurch and Poole by ...** supporting the Council to deliver services effectively through the implementation of the Council's Pay and Reward Strategy, enabling the council to be an employer of choice.

### Job Overview

Support the Reward Lead in coordinating, coaching and overseeing the project team. Enabling the team to be proactive and provide consistent advice across services. Support the delivery of a complex, large-scale and contentious project.

Take a collaborative approach to meet objectives and aims of the project, key liaison at strategic level with stakeholders. Seeking out solutions to problems.

### Key Responsibilities

- Proactively manage and take decisions in relation to salary supplements in line with the agreed policies and procedures
- Work in collaboration with the Senior HR Adviser to supervise Project Officers and Business Support colleagues, to provide a high performing Reward team, providing insight, advice, and solutions around all areas of the project
- Support the Reward Lead in coordinating and implementing the development of People and Culture policies within the Reward team
- Lead and drive the implementation of a colleague benefits package and recognition platform
- Monitor trends in pay and reward across the public and private sector, considering salary benchmarking across the region, monitoring how other councils are approaching 'hard to fill or retain' roles, making recommendations to influence decision making
- Facilitate colleague information sessions, roadshows, spotlights or other events
- Lead and facilitate analysis and reporting, including equalities, diversity and inclusion data to understand and influence business as usual approaches, and decision making across the area of responsibility
- Support the design of a package to coach, train and develop managers and enable them to support the implementation of the new reward strategy
- Design information materials and correspondence for colleagues
- Proactively consider and forward plan project activities
- Build and maintain excellent stakeholder relationships

### Specific Qualifications and Experience

- Relevant degree (or equivalent experience)

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.

- Advanced relevant professional qualification with clearly evidenced continuous professional development demonstrating an understanding of best practice and a broader commercial awareness.
- Experience in supervising and coaching a team
- Experience in Local Government and unionised environment
- Good knowledge of ICT including MS Office applications and MS Dynamics
- Experience of maintaining positive relations, providing complex advice and support to strategic stakeholders
- Able to build relationships and rapport quickly with consideration to differing customer needs
- Able to organise and manage multiple activities with conflicting deadlines

### **Personal Qualities & Attributes**

- Strong communication and influencing skills. Able to motivate, inspire and influence positively and collaboratively. Able to resolve barriers to effective collaboration by communicating openly with others and challenging unhelpful behaviours.
- Problem solving and decision-making skills, with the ability to analyse, evaluate and resolve project issues and risks. Able to make evidence based, outcome focussed decisions with due consideration to risk without the need to refer complex decisions to management.
- Ability to communicate complex and sensitive information clearly and succinctly to a range of audiences in a focussed and engaging way.
- Demonstrates professional curiosity and a willingness to identify, create and implement more effective ways of working for the benefit of managers and the workforce.
- Able to coach and mentor others to support their professional development and for the benefit of the wider team.

### **Job Requirements**

- Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

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