

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POSTDETAILS:

Job Title:	Pay and Benefits Advisor	Current Grade:	B002
Department:	Corporate Resources	Area:	Birmingham
Reports To:	Pay and Benefits Manager	No of Posts:	1
Level of vetting:	TBC	Post Number:	TBC

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

Delivers a broad range of support to the Pay & Benefits function including handling queries from management, colleagues and employees on BTP Pay & Benefits policies, processes, methods and procedures; carrying out factual analysis; preparing regular & ad hoc reports, job descriptions and other materials; supporting the Pay & Benefits Manager in meetings and job evaluation panels; liaising with BTP management and employees, and suppliers, and external organisations at all levels so that the required BTP Pay & Benefits service is maintained. Support the Pay & Benefits Manager with horizon scanning to best position HR and BTP for future changes in pay and benefits legislation / best practice. Support the Pay & Benefits Manager with pay and benefits audit requirements.

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct

None

Staff Responsibilities – Direct or Non-Direct

None

Any Other Statistical Data

None

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D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

Advisory Service – Handle queries from BTP management, colleagues and employees on BTP Pay & Benefits (including pensions) policies, processes, methods and procedures, providing information and advice in accordance with guidelines provided by the Pay & Benefits Manager and BTP HR policies and practices so that agreed service levels are met.

Job Evaluation – support the Pay & Benefits Manager in all aspects of job evaluation work including gathering information, preparing materials for job evaluation panels and meetings, attending meetings, keeping minutes, chasing up actions, maintaining job evaluation rationales, records and databases and liaising with external suppliers and other contacts so that the BTP job evaluation process meets the needs of BTP and the required service & professional standards.

Job Descriptions - support the Pay & Benefits Manager in all aspects of job description work including drafting job descriptions, preparing materials for meetings, attending meetings, keeping minutes, chasing up actions, maintaining job descriptions and organisation charts, records and databases and liaising with external suppliers and other contacts so that the BTP job description process meets the needs of BTP and the required service & professional standards. Liaise with the HR Information and Data Manager to ensure that the changes in roles are reflected on the system to ensure data accuracy.

Pay - support the Pay & Benefits Manager in all aspects of pay work including gathering pay information from internal and external sources, preparing pay materials for meetings, attending meetings, keeping minutes, chasing up actions, maintaining market information, records and databases and liaising with external suppliers and other contacts so that the BTP pay support processes meets the needs of BTP and the required service & professional standards.

Benefits - support the Pay & Benefits Manager in all aspects of benefits work including gathering information, preparing benefits materials for meetings, attending meetings, keeping minutes, chasing up actions, maintaining benefits market information, records and databases and liaising with external suppliers and other contacts so that the BTP benefits support processes meets the needs of BTP and the required service & professional standards.

Pensions – support the Pay & Benefits Manager in all aspects of pensions work including gathering information, preparing pensions information for meetings, attending meetings, keeping minutes, chasing up actions, maintaining information on pensions related matters, records and databases and liaising with external suppliers and other contacts so that the BTP pensions processes meet the needs of BTP and the required service & professional standards.

Reports – as directed by the Pay & Benefits Manager, undertake information gathering, basic research and analysis and prepare routine and ad hoc reports on any aspects of Pay & Benefits so that the BTP management decision-making process is properly supported.

Records – maintain practices in the Pay & Benefits team so that all records are kept within all required BTP management, BTP HR and regulatory standards.

Liaison - liaise with and meet with as required by the Pay & Benefits Manager, a range of internal and external contacts relevant to the provision of BTP Pay & Benefits service including BTP managers, HR colleagues. and suppliers of job evaluation and pay & benefits information.

Project Work – As directed by the Pay & Benefits Manager, work on/contribute to BTP HR projects to support their successful delivery.

HR & Operational Meetings – attend and contribute effectively to all appropriate HR meetings and BTP operational meetings as required.

Team working – works collaboratively with HR & BTP colleagues as required, supporting colleagues and the overall process so as to achieve the required results.

Relationship Management – manage customer and colleague relationships (internally and externally) so as to maximise the effectiveness of BTP & BTP HR and ensure the good reputation of both.

Personal Development – maintain and develop own knowledge of BTP plans, operations & activities, HR practices and developments and own personal skills within the framework of guidance and support provided by

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BTP.

Collegiate Support – As agreed with the Pay & Benefits Manager; provide advice and support to team colleagues to enhance their performance and professional development.

Horizon Scanning / Audit Compliance – support the Pay & Benefits Manager with horizon scanning on matters relating to pay and benefits and for providing liaison support and advice and input to internal and external audits relating to pay and benefits.

E. DECISION MAKING:

Make decisions

Significant say in decisions

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

HR Community and Internal Stakeholders.

External

External Contractors and Stakeholders.

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G. REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

CIPD Level 3 Foundation Qualification (or working towards it currently) or equivalent experience.
GCSE / O Level (or equivalent) qualification in numeracy and literacy or equivalent experience.

Experience:

Experience of providing advice in respect of pay and benefits (including pensions) matters in a large, multi disciplined operational organisation.
Experience in handling, analysing and interpreting pay and benefits data to make recommendations and then presenting / communicating this to a range of audiences.
Demonstrable experience of effective relationship management of colleagues and customers (internal and external to the organisation).

Skills:

Strong conceptual and analytical skills with good attention to detail.
Able to analyse and interpret varied data and concepts and translate them into easy to understand, practical solutions.
Able to withstand pressure and is resilient in maintaining own convictions where merited.
A challenging, dynamic and creative team player who is collaborative in their approach.
Strong negotiating, influencing and interpersonal communication skills.
Ability to relate impact of own role to wider organisational and departmental plans.
Strong customer service orientation.
Achievement orientation with a drive to deliver.

Knowledge:

Demonstrable Pay and Benefits (including pensions) knowledge including up to date knowledge of applicable pay and benefits legislation, best practice principles and regulatory requirements.
Working knowledge of HAY job evaluation.
Knowledge of appropriate software, especially Microsoft Excel and relevant databases.
Excellent awareness of the workings of a HR department and familiarity with its overall services.

Desired Criteria:

Qualifications and Training:

CIPD qualification
Trained in job evaluation, ideally from Hay.

Experience:

Previous experience working in the police service.

Skills:

Knowledge:

Excellent knowledge of relevant BTP processes, procedures and IT systems.

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H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

I. AUTHORISATION DETAILS

Prepared By:

Date:

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date:

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