

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. POST DETAILS:

| | | | |
|-------------------|--|----------------|---------|
| Job Title: | Reward | Current Grade: | A005 |
| Department: | People & Development / Policy & Engagement | Area: | Various |
| Reports To: | Reward Manager | No of Posts: | 1 |
| Level of vetting: | | Post Number: | |

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

Provide complete Reward (pay, pensions and benefits) coordination, research and analytical support and to be the first point of contact for the P&B Team in order to prioritise and coordinate all queries.

Carry out initial research and analysis to feed into Reward Advisors / Pay & Benefit Manager to inform options and recommendations on all Pay & Benefit matters to senior management

Support the P&B team on the development and implementation of new processes, policies and systems

The role supports generalist and specialist HR activity.

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

REWARD

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

Team Coordination Systems and Processes – as directed by the Reward Manager, maintains and supports the team's administration, research & analysis processes and procedures covering its specialist Reward related activities providing a comprehensive service to the team to ensure excellent service from HR. First point of contact for all queries into the team for 'first fix' or escalation to the Reward Advisor.

Communications: Work closely with Reward manager in designing and rolling out key force wide communications throughout the year to support the work streams within Pay and Benefits department.

Salary Surveys – responsible for the completion of several annual complex salary / benefit surveys (including all Reward related data for all BTP employees) submitted by external Reward market intelligence partners including Hay Group, XperHR and IDS.

Job Evaluation – required to participate in the monthly Police Staff Job Evaluation panels as an official panel member as well as coordinating the sessions.

Team Information & Records – Maintains up to date and complete team records and information as required by BTP HR so that HR management is delivered effectively and regulatory compliance is achieved.

Team Reporting / Research – as directed by the manager, assembles the required routine and ad hoc reporting information into the required formats to standards of accuracy and timeliness. Conducts initial research into all aspects of Reward including market trends, salary benchmarking, employee benefits, external legislation etc... to feed into the Reward Advisors to draw proposals and recommendations to the P&B Manager to present to COG / FEB / BTPA remuneration committees

Meetings – arranges meetings associated with the team's work, attending and providing administrative support as required so that they are effectively organised

Liaison - provides a comprehensive liaison service as directed by the manager, handling and resolving administrative queries, seeking information, dealing with internal and external calls from a range of sources including various levels of BTP staff and external suppliers so that the work of HR can be conducted effectively.
- effective liaison with the People Services Centre regarding the completion of administrative tasks.

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

HR Projects – as directed by the manager provides administrative support to projects to support their successful delivery.

Team systems- Work on the administration of team system including the Orbit platform which supports the Benefits platform. Ensures that folders are kept up to date following data management guidance as directed by reward manager. Ensure that the Pay and Benefits intranet pages are kept updated and JE library is current accurate and accessible to entire force.

E. DECISION MAKING:

Make decisions

Significant say in decisions

Trouble shoots administrative problems providing an input as to how these issues may be resolved to ensure that all Reward processes deliver the required service.

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

Internal

All employees of BTP in relation to queries and issues raised to Reward.

HR Community and Internal Stakeholders

External

External Reward partners - employee benefits provider, private medical insurers, Hay Group, Police Mutual, RPMI (Pensions Administrators).

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

Essential Criteria:

Qualifications and Training:

A-Level (or equivalent) qualification in numeracy and literacy / Reward practice

Hay Job Evaluation methodology trained

Experience:

Demonstrable experience within a Reward department supporting & carrying out research, analysis and coordination of all aspects of Reward annual cycle activities and projects

Demonstrable HR clerical / administrative / experience

Strong analytical skills, with good experience of interpreting and producing high quality, accurate management information.

Experience of reviewing, implementing and maintaining efficient systems and processes.

Demonstrable experience in working with a variety of relevant IT systems and databases including HR Performance Systems

Demonstrable experience of effective relationship management of colleagues and customers (internal and external to the organisation).

Skills:

Attention to detail.

Ability to work using own initiative – excellent personal organisation.

Ability to work unsupervised, prioritise and remain calm, generating high quality work whilst under pressure to deliver against tight timescales.

Excellent written, verbal and interpersonal skills including tact and discretion.

Ability to relate impact of own role to wider organisational and departmental plans.

Strong customer service orientation.

Effective team worker with the ability to adopt a collaborative approach.

Ability to effectively resolve work related issues.

Courage to challenge.

Achievement orientation with a drive to deliver.

Knowledge:

Awareness of the workings of a HR / Reward department and familiarity with its overall services.

Desired Criteria:

Qualifications and Training:

Administrative qualification.

HR related qualification.

Experience:

Previous experience working in the police service.

Skills:

Knowledge:

Knowledge of relevant BTP processes and procedures.

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: Emma
Norman– Reward Manager

Date: 16/03/2018

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date: