

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:	Pay and Benefits Manager	Current Grade:	B004
Department:	Corporate Resources	Area:	Birmingham
Reports To:	Head of People & Development	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*

Lead the delivery of pay and benefits research activity for BTP to inform pay and benefits strategy, policy and plans ensuring they are equitable and in line with BTP's policing and business objectives. Responsible for horizon scanning to best position HR and BTP for future changes in pay, benefits and pension legislation / best practice and to look for opportunities for continuous improvement. Responsible for pay and benefits audit requirements to ensure that BTP complies with all required standards and regulatory requirements.

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

Financial – Direct or Non-Direct

Non Direct – Contributory impact on employment costs – annual pay bill £166m.

Staff Responsibilities – Direct or Non-Direct

1 x Pay & Benefits Advisor, 1 x HR Coordinator (Pay & Benefits)

Any Other Statistical Data

None

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

Pay and Benefits (including Pensions) Strategy / Plans– Under the direction of the Head of People & Development, design, develop and deliver a pay and benefits strategy and annual plans to demonstrate delivery against this strategy for all employee groups in support of BTP’s policing and business objectives.

Pay and Benefits (including Pensions) Policy – Support the HR Policy and Engagement Team to develop Pay and Benefits Policies that are fit for purpose, are legally compliant and meet the needs of colleagues and customers.

Equal Pay – Responsible for ensuring that BTP’s pay and benefits policies, procedures and practices do not result in equal pay discrepancies.

Pay Modelling –

- Research and analyse BTP business issues, problems, trends and market comparisons and make appropriate recommendations to senior HR management, to ensure pay and benefits strategy is informed by market conditions and good pay practice.

- Compile annual data return for Hay PayNet survey, ensuring accuracy and timeliness.

Police Staff –

- Under the direction of the senior HR Management team, project manage and coordinate the annual pay review cycle, ensuring the decisions on pay are made (through analysis and the preparation of papers to facilitate the decision making process) and are communicated and implemented in a smooth and timely manner.

- Review and appraise individual requests for salary/pay changes outside prescribed rules, including determining appropriate market Specialist Skills Supplements for hard-to-fill vacancies, prepare recommendations for consideration by senior HR Management team.

- Maintain and update Pay and Conditions information for EPS staff.

Police Officers -

- Provide BTP’s contribution to national lead bodies on pay, benefits and contract terms, seeking to ensure outcomes are effective, affordable and, in so far as is practical, aligned with BTP’s pay and benefits strategy.

- Review national outcomes (especially from PNB), assess impact and where appropriate, translate into draft BTP regulations/guidance/SOPs for approval by the senior HR Management team.

- Apply generic policing competences to develop a new suite of generic role profiles for Police Officers.

Job Evaluation (Staff, PCSO’s and Others) –

- Work collaboratively with peers to provide specialist advice around roles in existing/proposed organisational structures to enable the preparation of appropriate job descriptions. Quality assure job descriptions and refer back if they do not comply with organisation design principles.

- Identify common roles across Areas/Departments. Develop generic Job Descriptions and Job Description families.

- Develop, maintain and continuously improve the process of job analysis, job evaluation, grading and pay progression to ensure they are affordable, support BTP’s broader objectives, are in line with good practice standards and are legally compliant.

- Manage the job evaluation procedure and outcomes including the appeals process; maintain a ‘library’ of job evaluation and grading results; provide expert interpretations and guidance on job evaluation matters; thereby maintaining the integrity and equity of the pay system.

Pensions –

- Manage contractual interface with RPMI to ensure mutual adherence to Service Level Agreements and resolve policy and practice issues.

- Review upcoming pensions-related legislation and examine its potential impact on BTPFSF, RPS and BTP more generally, providing recommendations to the senior HR management team.

- Act as the management-side representative on the Management Committee for the BTPFSF

- Ensure that BTP adhere to its auto-enrolment responsibilities

- Prepare papers as appropriate for senior HR Management to discuss with FEB and BTPA on issues such as; longer term reforms to pension provisions, costed options for changes to fund rules.

Benefits –

- Research, analyse and recommend options around existing / new benefits to senior HR management including travel, cycle to work scheme, child care vouchers and manage the provision of such benefit schemes ensuring that all required procurement procedures are followed and competitively priced value for money services are obtained.

Personal Caseload - Personally provide advice on the more complex/difficult pay, pension, ill health, benefits, issues within BTP HR policies and guidelines to the required standards of service, effectiveness and compliance. Maintain and update Contracts of Employment templates for Officers and Staff to meet prevailing legislative requirements.

Diversity & Equality – ensure that all pay and benefits activity is compliant with BTP and legal requirements

Staff Association Relations - Provide information and technical support as required to the senior HR Management team in negotiation and consultation with the BTP Federation/ union in matters of pay and benefits.

Line Management – Line manage the team, coaching, supporting, directing, recruiting and developing as necessary so that the whole team work well individually, with HR and BTP colleagues and deliver the required standard of professional service thereby maximising their contribution and future potential.

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

Professional Development and Thought Leadership – Work with BTP HR colleagues to maintain a knowledge of best practice and developments in HR and policing, developing own team as appropriate, so that up to date skills, approaches and solutions can be made available to BTP to maximise its performance.

HR Projects – As requested by senior HR management ensure an effective contribution to all HR Projects commissioned through the HR function, providing support to HR Project Managers and the teams involved to ensure changes and improvements are implemented successfully.

Horizon Scanning / Audit Compliance – responsible for horizon scanning on matters relating to pay and benefits (including pensions) so that where an opportunity exists for BTP to contribute to new regulations / guidance this is acted on. Responsible for developing recommendations for senior HR management in response to changes in pay and benefits legislation and best practice. Responsible for providing liaison support and advice and input to internal and external audits relating to pay and benefits.

Continuous Improvement - as requested by senior HR management contribute advice, ideas and support to the activities being led by the Head of People Service Delivery, The Head of Specialist People Support Services and the Head of People Support Services to maximise HR's effectiveness on these topics.

HR AMT/SMT/BTP HR Network – attend and contribute to HR meetings and BTP's HR functions so that team cohesion, consistency, innovation and productivity are maximised in line with HR plans and measures and BTP's overall needs and goals.

Record and Information Management – maintain own knowledge of relevant BTP record-keeping and information management practices and requirements and keep records of own work and manage related information in line with those policies.

E. DECISION MAKING:

Make decisions

Manage the job evaluation process

Significant say in decisions

Responsible for making recommendations to senior HR management about any forthcoming changes in pay and benefits legislation and best practice.

Responsible for making recommendations to the senior HR management in preparation for annual pay cycles.

Responsible for providing expert advice to the HR Policy and Engagement Team around the development of Pay and Benefits Policies.

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:

Minimum MCIPD (or working towards it currently) or other relevant qualification in Pay and Benefits or equivalent experience.

Thoroughly trained in Job evaluation; job analysis; organisational analysis; reward policy and practice; using pay surveys; ideally from Hay.

Experience:

A successful track record in managing Pay and Benefits (including pensions) activity in a large, multi disciplined operational organisation.

Demonstrable experience of managing job evaluation and grading processes from start to end.

Familiar with designing, developing and implementing annual pay rounds.

Proven experience in handling, analysing and interpreting pay and benefits data, and presenting/ communicating this to a range of audiences.

Experience in developing good working relationships with a wide range of stakeholders, both internally and externally.

Experience of establishing productive relationships with colleagues and customers (internally and externally) and across a variety of levels of seniority to deliver a HR service that meets customer needs.

Skills:

Professional, persuasive and influential. Able to command the confidence of senior operational managers, employees, trade unions, external partners and other stakeholders.

Strong negotiating, influencing and interpersonal communication 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.

Proven management skills – able to manage “upwards” as the subject matter expert as well as down.

Able to withstand pressure and is resilient in maintaining own convictions where merited.

A challenging, dynamic and creative team player, who is collaborative but who leads by example.

Strong supervisory skills with the ability to inspire, motivate and support a team of employees during periods of high demand and pressure.

Proficient in producing and drafting documents for a senior audience.

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

Strong customer service orientation.

Ability to be decisive and hold to account.

Achievement orientation with a drive to deliver.

Knowledge:

Substantial 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 tax rules and regulations.

Thorough knowledge of the Hay system of job evaluation (and the supporting processes of job analysis, writing job descriptions, training and managing panels, market linkages and comparisons).

Knowledge of appropriate software, especially Microsoft Excel and relevant databases.

Knowledge of pay modeling techniques.

Familiar with basic payroll processes/procedures and relevant tax/NI issues

Excellent awareness of the workings of a HR department and familiarity with its overall services.

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Desired Criteria:

Qualifications and Training:

Experience:

Previous experience working in the police service.

Skills:

Knowledge:

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

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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