

**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:	HR Reward Advisor	Current Grade:	B002
Department:	People and Culture	Area:	P&D
Reports To:	Head of ER, Policy & Reward	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*

Working with and under the direction of the Head of ER, Policy & Reward as well as other P&D colleagues, deliver an ongoing programme of work to continuously improve and maintain the BTP Reward offering (Pay, Benefits and Recognition) which maximises employer ROI and values employees. Review, update and maintain policies & procedures to ensure that they are fit for purpose so that the function achieves high levels of effectiveness and service in support of BTP goals and objectives. Support the manager with horizon scanning to best position P&D and BTP for future changes in legislation / best practice and to look for opportunities for continuous improvement. Offer expert advice to P&D colleagues and management at all levels on Reward implementation and policy matters. A technical and customer facing post in equal measure.

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

**Financial – Direct or Non-Direct**

None

**Staff Responsibilities – Direct or Non-Direct**

**Any Other Statistical Data**

None

**REWARD**

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

**Reward Policy & Procedure** – As directed by the Reward Manager, review, rewrite and periodically update reward policies ensuring legal compliance, so that BTP employees can understand and follow them and so that they make a positive contribution to the effective operation of BTP. As directed by the Reward Manager, ensure that consultation / negotiation and sign off to the revised SOP's occurs so as to ensure that changes are implemented in a timely fashion.

**Reward Communication** - As directed by the Reward Manager, personally deliver work on P&D Communications across the full range of Reward topics - writing, project managing / supporting the production of materials, organising meetings and events, presenting, facilitating and liaising with all parties involved in order to maximise the understanding of Reward within P&D and organisation as a whole. Work on activities that enhance the reputation of BTP Reward. Update and edit the P&D web portal page to ensure that accurate and up to date Reward SOP's and communications are available.

**Value For Money / ROI** – Manage customer and colleague relationships (internally and externally) so as to maximise the effectiveness of BTP & BTP P&C and ensure the good reputation of both. Ensure the BTP receives a positive ROI on Reward expenditure, both from a cost & employee value perspective. These include outsourced Benefit providers / administrators including RPMI (pensions administrators). Feed all monthly relationship management analysis and feedback into the Reward Manager for preparation for Quarterly review meetings.

**Reward Market Benchmarking**– As directed by the Reward Manager, support the development and management of the delivery of an annual cycle of Reward analysis to support the effectiveness of the BTP management process and the productivity of employees. The BTP lead on salary & benefits annual surveys as requested by our external Reward benchmarking providers (Hay Group and IDS). Responsible for analysing data / research in order to make recommendations on employee remuneration packages (inc any market supplement elements, allowances etc) policy updates, communications and insights that will feed into the overall BTP reward strategy

**Employee Benefits** – Implement and manage the employee benefits portfolio on a day to day basis whilst having input into the overall Benefits strategy recommendations. Working with third party benefit suppliers on salary sacrifice, healthcare, pensions and risk benefits. Provide analysis and recommendations on employer ROI and how best to leverage our benefit offering.

**Job Evaluation:** Facilitate all monthly JE panels and prepare the context and initial evaluations to report into the panel for discussion. Deputise for the Reward Manager as chair of the panels.

**Policy Compliance** – Complete the SOP audit compliance process as determined by the line manager in respect of P&D's compliance with policy.

**Staff Association Contact** – Point of contact for BTP Federation / TSSA on Reward issues.

**Reward Project Work** – As directed by the manager, lead / support on BTP Reward projects to support their successful delivery. Provide Reward specific support to P&D colleagues and the teams involved to ensure changes and improvements are communicated and implemented successfully.

**P&D & Operational Meetings** – as directed by the manager, 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.

**Personal / Technical Development** – Maintain and develops own knowledge of technical Reward practices & processes, market trends, peer group approaches, BTP plans, operations & activities, HR practices and developments and own personal skills within the framework of guidance and support provided by BTP.

**Record & Information Management** – maintains own knowledge of relevant BTP record-keeping and information management practices and requirements and keeps records of own work and manages related information in line with these policies.

**E. DECISION MAKING:**

**Make decisions**

Leads and makes decisions on the implementation of BTP Reward strategy

**Significant say in decisions**

Significant say in the overall Reward strategy in support to the Reward Manager

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

**Internal**

P&C Community and Internal Stakeholders.

**External**

External Contractors and Stakeholders including outsourced benefit providers, Reward networks, peer group forums, Hay Group & IDS

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

**Essential Criteria:**

**Qualifications and Training:**

CIPD qualified and working towards MCIPD status **or** equivalent qualification in Reward & Recognition **or** equivalent experience

Hay Job Evaluation trained

**Experience:**

A successful track record in supporting the development of Reward & Recognition within a matrix organisation  
A successful track record in the preparation and delivery of HR communications in a large, dispersed operational organisation.

Experience in developing good working relationships with a wide range of senior 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. Project Management Skills.

Strong IT skills with Advanced Microsoft Excel skills

Excellent writing and presentation skills.

Strong conceptual and analytical skills with good attention to detail.

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

Strong customer service orientation.

**Knowledge:**

Significant Reward knowledge including up to date knowledge of UK employment legislation and case law. Excellent awareness of the workings of a HR department and familiarity with its overall services.

**Desired Criteria:**

**Qualifications and Training:**

**Experience:**

Previous experience working in the police service.

**Skills:**

Process Leadership Skills.

**Knowledge:**

Excellent knowledge of Reward principles and philosophies

**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:	Amit Kanabar	Date:	Sept 2019
Area Commander /FHQ	Kerry McCafferty		Sept 2019
HoD:		Date:	
Evaluation Panel:		Date:	