

Job Description

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| Department: | Corporate Services |
| Division/Section: | People & Development |
| Job Title: | Reward & Benefit Officer |
| Post No: | |
| Grade: | 8 |
| Reports to: | Senior Business Partner Recruitment & Reward |
| Organisation Chart: Show immediate manager and any jobs reporting to this post. | <pre> graph TD SD[Service Director People Operations, BI & Transformation] --> HS[Head of Service People & Development] HS --> SL[Service Lead Recruitment & Reward] SL --> SBP[Senior Business Partner Recruitment & Reward] SBP --> RBBP[Reward & Benefit Business Partner] SBP --> RBO[Reward & Benefit Business Officer] </pre> |
| DBS Check applicable? | Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input checked="" type="checkbox"/> |
| | Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Line Management responsibility for: | No. of direct reports: 0 No. of indirect reports: 0 |
| Size of budget: | None |
| Job Purpose: | <p>To provide high quality professional advice, training and support to managers and key stakeholders to enhance awareness and maximise adoption of rewards and benefits within PCC as well as ensuring processes run smoothly and on time.</p> <p>To play a pivotal role in delivering the key reward cycle activities, as well as contributing to the development and delivery of reward and pay strategies and policies including job evaluation schemes.</p> |

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| | To contribute to the promotion of PCC as an employer attractive to candidates and support the development/retention of colleagues by ensuring a positive experience for all through appropriate working practices. |
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Main Duties and Responsibilities:

- Raising awareness and adoption

Provide reward and pay expertise providing advice on complicated issues, training, and support through successful relationships across Peterborough City Council.

Understand how reward and benefits have been adopted within the council, the existing levels of engagement with current benefits and encourage uptake and awareness.

Support recruitment approaches and processes including effective communication of benefits to prospective candidates, starters, and transferees.

- Benchmarking and job evaluation

Understand what other organisations are doing and what their employment offer is (including pay) to help keep up with our competition.

Support benchmarking/research on what other authorities are doing with advertising, application, and selection processes to learn from current and newly emerging best practice to ensure our compensation and benefits approach is competitive.

Support job evaluation processes as required.

- Design and delivery

Deliver and support the development reward cycle activities, including pay reviews and bonus.

Support the defining and developing the reward policies and practices.

Support on projects outside of reward to help deliver corporate objectives and strategy.

Resolve employer reward and benefit queries and escalate complex issues to appropriate SME.

- Monitoring and review

Provide internal data as requested, support identification and development of reward solutions and reports to support decision making and drive improvement throughout the business.

- Policy

Support the co-ordination of developing employment policies and procedures that reflect future and existing employment legislation, uphold council values, minimise risk to the council and contribute fully to the council's objectives. This must take account of all relevant legislation including equalities, data protection, safeguarding of children and adults, HMRC requirements etc.

Support the development and implementation of specific policy, procedural and guidance materials, working in collaboration with colleagues across the council.

- Equality and Diversity

Champion equality, diversity, and inclusivity practices including contributing to the design and delivery of attraction strategies that have a strong focus on diversity and inclusion.

- Line Management

Provide peer to peer support to the team of recruitment & reward partners and officers to support personal development and career progression.

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| Generic Responsibilities: | <p>To carry out all responsibilities regarding the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p> |
| Flexibility Clause: | <p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments. This will include cover during periods of absence to support the deliveries of the service.</p> |
| Variation Clause: | <p>This is a description of the job as outlined is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them, and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be completed by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to amend your job description following consultation.</p> |

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| DATE: | 30 Nov 2023 | COMPLETED BY: | Finilised by Edward Morris-Jones |
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