

## Person Specification

<b>JOB TITLE:</b>	Reward & Benefit Business Officer	<b>POST NO:</b>	
<b>SCALE:</b>	8	<b>DEPARTMENT:</b>	Corporate Services
<b>DIVISION:</b>	People & Development	<b>DIRECTOR:</b>	Mandy Pullen
<b>DATE:</b>	March 2023	<b>COMPLETED BY:</b>	

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Good knowledge of providing reward and benefit services in house or externally to clients to meet their recruitment needs.</li> <li>• Understanding of relevant legislation, national guidelines, and the impact of these on the organisation</li> <li>• Understand benchmarking practices.</li> <li>• Understanding of how projects work, knowledge of project management tools and agile approaches to change</li> </ul>	
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to generate solutions that are achievable in response to the issues/challenges.</li> <li>• Have the personal qualities and skills to promote open and constructive working relationship with managers and colleagues.</li> <li>• Have problem-solving skills, ensuring the highest level of accuracy.</li> <li>• Ability to make logical, well-balanced, and reasoned arguments and promote/present ideas and solutions in a focused, constructive, and clear manner.</li> <li>• Excellent verbal and written communication skills, with the capability to persuade and to deal with challenge positively.</li> <li>• Ability to self-motivate, work on own initiative, plan, organise own workload, and use a wide range of skills and techniques to ensure successful delivery of outcomes through effective use of resources and manage conflicting priorities.</li> <li>• Ability to collect and analyse relevant data and information from internal, regional, and national sources.</li> <li>• Confident in the use of Microsoft Office with the ability to use the main packages to present and promote and communicate appropriately.</li> </ul>	

And <b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>● Reward &amp; benefit knowledge and experience: Experience of working in a reward and benefit environment, preferably with a sector which has difficult to fill roles.</li> <li>● Understanding of impact of People employment actions</li> <li>● Some project management experience.</li> </ul>	
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>● Educated to 'A' Level standard or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>● CIPD or Learning and Development or similar qualification: Level 3</li> </ul>
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>● Able to work flexibly to meet the requirements of the post and service, which may sometimes include out of office hours working</li> </ul>	
<b>EQUALITY</b>	<ul style="list-style-type: none"> <li>● Candidates must demonstrate understanding of acceptance and commitment to the principles underlying equal opportunities.</li> <li>● Understanding of the equality and diversity issues faced by external and internal providers.</li> <li>● Understanding of the equality agenda and the ability to address discrimination issues</li> </ul>	
<b>CUSTOMER CARE</b>	<ul style="list-style-type: none"> <li>● Knowledge and understanding of effective customer care</li> </ul>	