

## Job Description

<b>Department:</b>	Corporate Services
<b>Division/Section:</b>	People & Development
<b>Job Title:</b>	Senior Business Partner - Reward
<b>Post No:</b>	014809
<b>Grade:</b>	12
<b>Reports to:</b>	Service Lead Recruitment & Reward
<b>Organisation Chart:</b>  <b>Show immediate manager and any jobs reporting to this post.</b>	<pre> graph TD     A["Service Director People Operations, CBI &amp; Transformation"] --&gt; B["Head of Service People &amp; Development"]     B --&gt; C["Service Lead Recruitment &amp; Reward"]     C --&gt; D["Senior Business Partner Recruitment &amp; Reward"]     D --&gt; E["Reward &amp; Benefit Business Partner"]     D --&gt; F["Reward &amp; Benefit Officer"]     D --&gt; G["Recruitment &amp; Retention Business Partner"]     D --&gt; H["Recruitment &amp; Retention Officer x 2"]                     </pre>
<b>DBS Check applicable?</b>	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input type="checkbox"/>
	<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b>  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Line Management responsibility for:</b>	No. of direct reports: 1 No. of indirect reports: 0

<b>Size of budget:</b>	None
<b>Job Purpose:</b>	To engage and partner with the business, providing proactive services including SME advice and support to drive improvements in reward and benefit strategies. Ensure implementation of relevant policies and procedures relating to reward and guide the business in completing statutory delivery and reporting requirements. Inspire and manage a high-performing team supporting the ongoing development of remuneration frameworks, policies, and practices.
<b>Main Duties and Responsibilities:</b> <ul style="list-style-type: none"> <li> <b>Leading the Team:</b>  Provide guidance, leadership, set objectives, and support the team ensuring positive well-being practices are followed. Develop high-performing teams and build successful relationships across Peterborough City Council. </li> <li> <b>Raising Awareness and Adoption:</b>  Develop strong relationships and provide high-quality professional advice, guidance, training, and support to managers and key stakeholders. Enhance awareness and maximise adoption of appropriate rewards and benefits practices within PCC </li> <li> <b>Planning, Design, and Delivery:</b>  Ensure employment policies and procedures reflect future and existing employment legislation, uphold council values, minimise risk to the council, and contribute fully to the council's objectives. This includes equalities, data protection, safeguarding of children and adults, and HMRC requirement. </li> <li> <b>Benchmarking, Performance, Monitoring, and Review:</b>  Lead regular benchmarking and research, disseminate best practice approaches, and guide strategy and decision-making to ensure PCC remains a competitive employer. Provide insights, analysis, and potential solutions to support decision-making and drive improvement throughout the business. </li> <li> <b>Policy Development:</b>  Be an SME in the development and input into relevant policies and procedures that reflect future and existing employment legislation relating to reward and benefits. Uphold council values, minimise risk to the council, and contribute fully to the council's objectives. This includes equalities, data protection, safeguarding of children and adults, and HMRC requirements. </li> <li> <b>Equality and Diversity:</b>  Champion equality, diversity, and inclusivity practices. Contribute to the design and delivery of attraction, recruitment, reward, and benefit strategies with a strong focus on diversity and inclusion. </li> <li> <b>Line Management:</b>  Provide line management and coaching support to the recruitment, reward, and benefit team. Support their personal development and career progression, ensuring they have every opportunity to reach their full potential and are working effectively as a team </li> <li>Deputise for the Service Lead – Recruitment &amp; Reward as required.</li> <li>Provide peer-to-peer support for other Senior Business Partners within the People Development service.</li> </ul>	
<b>Generic Responsibilities:</b>	To carry out all responsibilities regarding the Council's Equalities Policy and Procedures and Customer Care Policy. To comply with all Health & Safety at work requirements as laid down by the employer. 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.
<b>Flexibility Clause:</b>	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.
<b>Variation Clause:</b>	<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>

**DATE: 25<sup>th</sup> November 2024**

**COMPLETED BY:** Kerry Evans

Version: 2	Date Issued: February 2023	Review Date: February 2024
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## Person Specification

**JOB TITLE:** Senior Business Partner Reward

**POST NO:** 014809

**GRADE:** 12

**DEPARTMENT:** Corporate Services

**HOURS:** Part time (hours to be confirmed)

**DIVISION:** People & Development

**DIRECTOR:** Mandy Pullen

**DATE:** 25<sup>th</sup> November 2024

**COMPLETED BY:** Kerry Evans

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>In-depth understanding of reward and benefits strategies and practices.</li> <li>Knowledge of employment laws and regulations related to compensation and benefits.</li> <li>Familiarity with benchmarking and market analysis techniques.</li> <li>Understanding of the PCCs industry and specific reward requirements</li> </ul>	
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>Ability to lead and develop a team, creating positive working environments and a thriving culture.</li> <li>Creative problem-solving skills, can do approach with the ability to generate achievable solutions.</li> <li>Strong data analysis and problem-solving skills, ensuring accuracy.</li> <li>Ability to design and implement reward programs that align with organizational goals.</li> <li>Excellent verbal and written communication skills, capable of persuasion and handling challenges positively.</li> <li>Ability to self-motivate, work on own initiative, and manage conflicting priorities.</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Reward and benefit knowledge and experience, preferably within a sector with difficult-to-fill roles.</li> <li>Experience in pay and role benchmarking.</li> <li>Experience in working with senior management and other stakeholders to develop and execute reward initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in providing coaching, mentoring, and peer-to-peer support.</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Educated to 'A' Level standard or equivalent.</li> <li>Degree or equivalent relevant experience.</li> </ul>	CIPD or Learning and Development or similar

		qualification: Level 5-7
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Flexibility to work outside regular office hours if required.</li> <li>• Ability to travel for meetings or events if necessary.</li> <li>• Commitment to maintaining confidentiality and handling sensitive information appropriately.</li> </ul>	
<b>EQUALITY</b>	<ul style="list-style-type: none"> <li>• Commitment to promoting diversity and inclusion in the workplace.</li> <li>• Understanding of equal opportunity principles and anti-discrimination laws.</li> <li>• Ability to implement and uphold equality policies.</li> </ul>	
<b>CUSTOMER CARE</b>	<ul style="list-style-type: none"> <li>• Strong focus on providing a positive experience for employees.</li> <li>• Ability to build and maintain relationships with internal and external stakeholders.</li> <li>• Proactive approach to addressing and resolving any issues or concerns related to reward programs.</li> </ul>	

*[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed:  
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*