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| **Job title** | **HR Specialist - Reward** |
| **Grade/Salary** | Grade 10 - £37,035 - £39,513  *25/26 pay award pending* |
| **Team/service** | Reward – HR and Cultural Change |
| **Location** | Oxford (hybrid working, one day per week in office) |
| **Budget** | N/A |
| **Supervisory** | May be requirement to assist in development of HR Apprentices |

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| **Job Summary** |
| This role is responsible for providing advice, guidance and support on all aspects of our pay and reward strategies to ensure that the workforce is rewarded in line with the organisation’s context and culture, relative to the external market environment, to attract and retain a talented workforce.  This role will be responsible for being part of a team of technical HR experts on the organisations reward practices ensuring it is operating to meet the needs of the organisation and delivers fair, equitable and transparent outcomes for our people. This role will contribute to ensuring that end to end reward processes are streamlined.   * Employee benefits – managing employee benefits contracts and queries and procuring new contracts to enhance our total reward package * Recognition and total reward projects * Job evaluation, pay benchmarking, market supplements and honoraria - ensuring that equal pay for equal value is maintained to eliminate risk from the organisation. * Reward process management – such as flexible and ill-health retirement, pay awards and invoicing |

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| **Criteria** | **Essential(E)**  **Desirable(D)** |
| Experience in a support, advisory or operational HR role in a complex environment | E |
| Experience in identification of needs and issues with a view to improving policy and process | E |
| Confident communicator with ability to communicate and influence colleagues at all levels in the organisation | E |
| Evidence of skills in data, analytics and research | E |
| Experience of working on or contributing to projects or programmes | E |
| Knowledge of employment law and HR best practice | E |
| CIPD Qualified | D |
| Experience in job evaluation (particularly the NJC Job Evaluation Scheme) | D |
| Experience with pay benchmarking and market supplements | D |
| Experience working in local government or another highly unionised organisation | D |