

Role Title	Strategic Pay & Reward Manager
Grade	17
Reference Number	
Service	HR & Cultural Change
Function	HR Operations
Reporting Manager	Head of HR Operations

Role Purpose

Lead and manage a team of HR professionals to deliver the strategic and operational people priorities of the service and play a key role in business planning and continuous and innovative improvements.

As a key member of the HR & Cultural Change Senior Management team, this role will make a significant contribution to the effective leadership of our service and will champion 'Our People and Culture' strategy whilst also helping to shape and design the continuing evolution of this strategy.

This role is the strategic pay and reward expert to the Council and will be accountable for leading and developing strategies, policies, procedures and initiatives for total reward, including job evaluation, in an agile, innovative and future focused way, whilst enabling evidence-based decisions through data and insight / technology that deliver excellence for the residents of Oxfordshire.

Responsibility for driving OCC's Delivering the Future Together (DTFT) values, being a role model within the service as an organisational leader, to deliver excellent services to Oxfordshire's residents. Delivering the Future Together, is our ambitious transformation programme enabling the organisation to be an employer, partner and place shaper of choice. Leading and driving OCC's value of 'daring to do it differently' as the organisation continues to strive to do better.

Corporate Accountabilities

- Work with Senior leaders to interpret **strategic priorities** and implement them.
- Work with other senior managers across the service and widely across the organisation to **embrace and embed matrix working** across teams ensuring better collaboration and sharing of best practice and knowledge to deliver service plans and priorities.
- Be a **role model** senior manager to deliver **our values and behaviours** at all times and responsible to develop and drive workforce plans in line with our people and culture strategy.
- Accountable to **manage and develop high performing teams** creating an **inclusive working environment**.
- Work collaboratively with other senior managers, stakeholders and partners to **drive continual improvements** in a proactive manner ensuring development and **delivery of service plans, workforce plans and operational priorities within timelines and budget**.
- Accountable to **deliver business transformation and change** in compliance with the organisation's policies and procedures.
- Identify developments in the sector and beyond, encouraging **innovation** and creative thinking within teams whilst **embracing technological improvements**.
- Deputise for Head of Service
- Able to **identify operational risks and mitigate** those risks in alignment with organisational risks.

Portfolio Accountabilities

- As a key member of the HR & Cultural Change Senior Management team, you will make significant contribution to the effective leadership of the service and its strategy development which will support the Council to be an employer, partner and place shaper of choice.
- To work with and influence senior stakeholders to lead, promote and shape Our People and Culture strategy and initiatives that position OCC as an employer of choice, driving positive employee engagement and creating healthy high performing teams.
- To provide strong, professional and managerial leadership across the Strategic Pay and Reward team being responsible for:
 - Pay, reward and benefits
 - Equal pay
 - Job evaluation framework
 - Policies related to pay, reward and benefits
 - Negotiation and consultation on all pay and reward strategies for the organisation including maintained schools
- To strategically lead on all pay and reward strategies to ensure the workforce is rewarded in line with the organisational context and culture which is relative to the external market, to support the Council to attract and retain its talented workforce
- To lead and manage the Council's job evaluation scheme and be accountable for the team operationally delivering a fair and transparent job evaluation service in a consistent and timely manner, ensuring that the end-to-end process is streamlined ensuring that equal pay for equal value is maintained to eliminate risk to the organisation.
- To lead and support (as appropriate) on pay, reward and benefits (including terms and conditions of employment) negotiations and consultation with recognised trade unions to achieve the organisations ambitions.
- To strategically lead pay modelling, workforce pay analysis and projections and presenting information to illustrate different options / scenarios to support the Council to make future-focused and evidence-based decisions in the most cost efficient and effective way.
- To be responsible for developing all statutory and non-statutory reports associated to pay and reward i.e. annual Pay Policy Statement, Gender Pay Gap report etc, working in partnership with other services / colleagues to ensure that the information is accurate, signed off through the appropriate governance framework and published to meet the Council's obligations.
- To manage a team which provides innovative solutions and tailor-made programmes which are aligned to our business priorities to champion a culture of curious thinking, continuous learning and professional development across the organisation.
- Lead, empower and mentor the Strategic Pay and Reward team, including communicating clear expectations, co-creating performance objectives, providing regular and timely constructive performance feedback, and supporting their overall well-being and professional aspirations.
- To challenge and influence business decision making and planning, to ensure robust people implications are considered. This includes challenging corporate and service priorities to drive strategic and operational excellence.
- To use computerised systems, technology, artificial intelligence (AI) and digital solutions to drive an efficient and effective service.
- Provide leadership, advocacy and expertise on equality, diversity and inclusion (EDI) ensuring EDI is integral to the work of the function and adheres to all legal and mandatory requirements.

- Evaluate risk and make changes to established plans to react to significant business challenges, opportunities or threats.
- Ensure leaders, managers and employees receive high quality and responsive support ensuring services are continuously improved to see if they can be delivered in a more cost effective and streamlined way.

Knowledge / Skills / Experience Required

- A professional with wide ranging and in-depth experience of all areas that the role covers
- A strong communicator with excellent oral and written communications skills, including presentation skills with ability to use different communication techniques i.e. technology, social etc.
- Significant experience of developing effective workplans / 'road-maps' from service plans and / or business strategies
- In depth understanding of regulations / legislation and best practice within their area of specialism and the wider sector. Understanding of national and local government developments, policy and emerging trends.
- Experience of working in a complex and diverse organisation and delivering against constant change and transformation and inspiring and influencing leaders and / or workforce to improve.
- Experience of working with key stakeholders including other public bodies
- Experience of working with Trade Unions in a political environment
- Excellent commercial acumen and financial management skills.
- Ability to use deep personal understanding of the agendas or motivations of others to keep them positively engaged, building behind the scenes support for ideas and initiatives
- Ability to recognise and make use of alliances/relationships to gain support for the Council's strategic plan and its implementation.
- Knowledge of the impact of underlying demographic, social or political drivers and understands the formal and informal politics at the regional and national level and what this means for the Council.
- Evidence of cultivating a high-performance, cost-effective culture, which delivers outstanding outcomes, through a variety of mechanisms, including structure, working methods, contracts etc.
- Excellent management and / or matrix management skills to motivate, mentor and develop team members to achieve high levels of performance
- Ability to manage, and develop teams, ensuring that all team members are valued and understand their contribution to the service
- Skilled to communicate, challenge, negotiate and influence colleagues, partners, key stakeholders and leaders
- Ability to interpret and distil complex information and present complicated issues in a simple way

Dimensions of Role

- Responsible for the managing the benefits and rewards packages
- Manage a team of circa 3 employees with 1 direct report
- As part of the HR&CC Senior Management team, planning will be up to 4 years horizon

Working Arrangements

- Able to travel across the county and work from various office locations within the county.
- Contractual base as detailed on contract, but able to work on a flexible basis in line with our Agile Working Policy.

Leading Through Our Values and Behaviours

Providing clear and visible leadership by putting our values front and centre of every behaviour, decision and action.

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility

- Daring to do it differently