

## JOB DESCRIPTION

<b>Job Title</b>	Pay, Benefits & Reward Advisor		
<b>Directorate</b>	HR & OD		
<b>Reporting to</b>	Total Pay and Reward Manager		
<b>Grade</b>	10		
<b>Evaluation ref:</b>	RP227	<b>Job ref:</b>	<b>Family</b>
<b>Role purpose</b>			
<p>This role focuses on designing, implementing, and managing comprehensive total reward strategies and job evaluation processes that align with the council's strategic goals and objectives. Including conducting market analysis to ensure competitive compensation and benefits offerings, managing employee benefits programmes, and ensuring consistency and equity in job grading, including job evaluation. The role holder works closely with HR leadership, finance, managers, Trade Union colleagues, and other key stakeholders to ensure that the council's compensation and benefits offerings are competitive, cost-effective, affordable, and support the attraction, retention, and motivation of top talent.</p>			
<b>Accountabilities</b>			
<p><b>Design and Implementation of Total Reward Strategy:</b></p> <ul style="list-style-type: none"> <li>• Support the development and implementation of a comprehensive total reward strategies that align with the council's strategic goals and objectives.</li> <li>• Conduct market analysis to ensure competitive compensation and benefits offerings.</li> <li>• Support the development and implementation of a new Pay &amp; Grading framework for Somerset Council.</li> <li>• Review and maintain the end to end job evaluation process</li> </ul> <p><b>Collaboration and Communication:</b></p> <ul style="list-style-type: none"> <li>• Collaborate with HR leadership to align total reward programmes with business objectives.</li> <li>• Develop and deliver employee communication materials to promote the Council's total reward proposition to help attract and retain staff.</li> <li>• Provide guidance and support to managers and employees on compensation and employee benefits.</li> <li>• Provide guidance to managers on job evaluation and structural designs</li> </ul> <p><b>Analysis and Reporting:</b></p> <ul style="list-style-type: none"> <li>• Analyse and report on compensation and benefits data to inform decision-making.</li> </ul>			

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- Monitor and evaluate the effectiveness of the total reward programmes and make recommendations for improvements.
- Assist with the preparation of compensation and benefits reports for senior leadership.
- Assist with new and existing jobs prior to evaluation

### **Job Evaluation and Grading:**

- Lead panels to conduct detailed job evaluations and analyses to determine appropriate job grades.
- Ensure consistency and equity in job grading across the council.
- Develop and implement job evaluation policies and procedures.
- Review and update role profiles (job descriptions) to ensure they accurately reflect the role and responsibilities.
- Review and update organisational structure charts to ensure establishment management
- Conduct benchmarking exercises to compare job roles and grades with external organisations.

### **Reward and Recognition Programmes:**

- Develop and implement reward and recognition programmes that align with the Council's strategic objectives.
- Manage the administration of job evaluations, salary reviews, recruitment or retention allowances, and other reward initiatives.
- Coordinate and manage employee recognition programmes.

### **Training and Development:**

- Provide training and support to HR team members on total reward topics.
- Conduct training sessions for managers and HR staff on job evaluation methodologies, compensation, and benefits.

### **Compliance and Best Practices:**

- Stay current on industry trends and best practice in total reward management.
- Monitor and review job evaluation outcomes to ensure compliance with council policies and relevant legislation.
- Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practice.

### **Knowledge / Experience / Skills**

	<b>Essential</b>	<b>Desirable</b>
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<b>Knowledge</b>		
Strong understanding of total reward strategies and best practice.	✓	
Familiarity with market analysis and benchmarking techniques.	✓	
In-depth understanding of job evaluation methodologies and frameworks.	✓	
Knowledge of employment legislation related to job evaluation, pay equity, compensation, and benefits.	✓	
Awareness of best practice in pay, benefits, and reward.		✓
Awareness of industry trends in total reward management.		✓
<b>Experience</b>		
Experience in job evaluation and reward management.	✓	
Experience in developing and implementing job evaluation policy and procedure.	✓	
Experience in providing advice and guidance on job evaluation and reward processes.	✓	
Experience in designing and implementing total reward programmes.	✓	
Experience in conducting training sessions.		✓
Experience in participating in job evaluation panels.		✓
Experience of working with leadership, external vendors, consultants, and Trade Union representatives.		✓
<b>Qualifications / Registrations / Certifications</b>		
Degree level qualification in Human Resources or relevant field or equivalent experience.	✓	
Certification in total reward management or job evaluation.		✓
Certification in project management.		✓
Continuous professional development.		✓
<b>Skills</b>		
Excellent analytical and problem-solving skills, with the ability to interpret complex data.	✓	
Strong communication, presentation, and interpersonal skills.	✓	
Ability to interpret and apply job evaluation methodologies.	✓	

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Strong organisational and time management skills.	✓	
Ability to work collaboratively.	✓	
Attention to detail and accuracy.	✓	
Proactive approach to problem-solving.	✓	
Ability to handle sensitive and confidential information.	✓	
Ability to present complex information clearly and concisely.	✓	
<b>Working Conditions</b>		
<b>Dimensions of the role</b>		
<b>Working Arrangements</b>		
Somerset Council's dynamic Working Strategy will be applied to this position		
<b>Corporate Accountabilities</b>		

Date: