

JOB DESCRIPTION

Job Title	Reward Admin Assistant		
Service	HR&OD		
Reporting to	Total Pay & Reward Manager		
Grade	Grade 14		
Evaluation ref:	TR0201	Job Family ref:	
Role Purpose			
The Reward Admin Assistant provides comprehensive administrative support to ensure the smooth operation of the team. This role involves managing various administrative tasks, coordinating activities, and supporting the Total Reward Team in delivering effective reward strategies and programmes.			
Accountabilities			
<p>Accountabilities</p> <ol style="list-style-type: none"> Administrative Support: Provide day-to-day administrative support to the Total Reward Team, including managing calendars, scheduling meetings, and preparing meeting materials. Data Management: Maintain and update records related to compensation, benefits, and other reward programmes. Ensure data accuracy and confidentiality. Communication: Act as the first point of contact for internal and external queries related to total rewards. Draft and distribute communications as required. Project Coordination: Assist in the coordination and implementation of reward-related projects and initiatives. Track project progress and ensure deadlines are met. Documentation: Prepare and maintain documentation, including policies, procedures, and reports related to total rewards. Event Coordination: Organise and support events, workshops, job evaluation panels and training sessions related to total rewards. Compliance: Ensure compliance with relevant regulations and policies related to compensation and benefits. 			

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8. **Reporting:** Generate and distribute regular reports on reward programme metrics and outcomes.
9. **Job Evaluation and Pay Benchmarking:** Support the team in conducting job evaluations, pay benchmarking, and analysis of allowances to ensure competitive and equitable compensation structures.
10. **Staff Benefit Contracts:** Assist in the administration and management of staff benefit contracts, ensuring all agreements are up-to-date and compliant with company policies.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Understanding of HR and reward principles.	X	
Familiarity with data protection legislation.	X	
Knowledge of compensation and benefits programmes.		X
Knowledge of HR, job evaluation methods and or principles		X
Experience		
Previous experience in an administrative role.	X	
Experience in HR or reward-related functions is desirable.	X	
Experience in a similar role within a large organisation.		X
Experience in coordinating events and training sessions		X
Qualifications / Registrations / Certifications		
GCSE including English and Math at C – level 4 level	X	
Qualification in Business Administration or a related field		X
Further education or certification in HR or related fields.		X
Skills		

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Excellent organisational and time management skills.	X	
Strong communication skills, both written and verbal.	X	
Proficiency in Microsoft Office Suite (Co-Pilot, Word, Excel, PowerPoint).	X	
Ability to handle sensitive information with discretion.	X	
Project management skills.		X
Ability to work independently and as part of a team.		X
Working Conditions		
Dimensions of the role		
Working Arrangements		
<i>Somerset Council's Dynamic Working Strategy will be applied to this position.</i>		
Corporate Accountabilities		
<i>To be added by Reward team.</i>		