

JOB DESCRIPTION

Job Title	Pay and Reward Project Administrator		
Service	HR & OD		
Reporting to			
Grade	13		
Evaluation ref:	TR0285	Job Family ref:	
Role Purpose			
<p>The Pay and Reward Operations Officer will play an important part in the Pay & Reward Programme by helping keep activity coordinated, organised and moving forward. The role provides flexible, proactive support to the programme team and acts as a key link between colleagues, external contractors, and Senior Leaders. The postholder will help ensure information flows smoothly, meetings and deliverables are well prepared, and that everyone involved has what they need to contribute effectively. This is a great opportunity to be part of an ambitious and high-profile programme that is helping shape the future of Somerset Council.</p>			
Accountabilities			
<ol style="list-style-type: none"> 1. Engage with stakeholders alongside the Programme Team, Senior Leaders, external contractors and internal teams. 2. Provide high quality administrative and organisational support, including diary management, document control and meeting preparation (capturing notes and actions where required and ensuring follow up is completed). 3. Co-ordinate programme activities, tracking actions, decisions, deadlines, risks and dependencies. 4. Prepare and quality check documentation, such as reports, presentations, minutes and stakeholder updates. 5. Assist the maintenance of programme records and SharePoint sites to ensure accuracy, version control and good information governance. 6. Support contractor engagement, scheduling meetings and monitoring deliverables. 7. Handle stakeholder queries professionally, ensuring the right information reaches the right people at the right time. 8. Undertake research and data gathering to support decisions and briefings. 9. Identify and resolve co-ordination challenges, before they become issues. 10. Represent the Programme professionally, demonstrating confidentiality and political awareness. 			

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Knowledge / Experience / Skills		
	Essential	Desirable
Knowledge		
Understanding of project or programme delivery processes, including governance and reporting.	X	
Knowledge of organisational structures, corporate functions, and decision-making processes within large or complex organisations.	X	
Awareness of confidentiality, GDPR and information management requirements.	X	
Understanding of stakeholder engagement and professional communication principles.	X	
Experience		
Experience providing senior administrative, PA, or project support in a complex or political organisation.	X	
Experience coordinating across multiple stakeholder groups, including senior management and external partners.	X	
Experience preparing formal documentation such as reports, briefings, presentations, or meeting packs.	X	
Experience managing diaries, meetings, and workflows for high profile programmes, projects, or senior leaders.	X	
Qualifications / Registrations / Certifications		
Educated to A Level standard or equivalent experience.	X	
Project support or administration related training (e.g., Prince2 Foundation, APM Fundamentals, Business Administration)		X
Evidence of continuous professional development in administration, project coordination, or organisational support.	X	
Proficiency with Microsoft 365 applications (Word, Excel, Teams, SharePoint) – essential.	X	
Skills		

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Excellent organisational and coordination skills, with the ability to manage multiple priorities independently.	X	
Strong communication and interpersonal skills, with confidence interacting with Senior Leaders and external contractors.	X	
High level administrative and document production skills, including accuracy and attention to detail.	X	
Ability to work autonomously, exercise good judgement, and anticipate needs in a fast paced project environment.	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		
Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.		

Date: 26/02/2026