Job Description

Job title	Reward and Benefits Analyst
Profession	Human Resources
Band	E
Directorate	CPTO (People and Transformation)
Accountable to	Head of Total Reward

Job Purpose:

The role is responsible for delivering an accurate and professional first line reward support service across the business by providing advice and guidance to managers and employees and maintaining the benefits and recognition systems and processes within timescales required ensuring data integrity and accuracy.

The role will also support the Reward Specialist in delivering reward reporting and analytical solutions to support decision making, the core reward cycle activity, delivery of projects and initiatives and compliance with legislation.

Financial responsibility: No financial responsibility

People responsibility: No direct or indirect reports

Autonomy:

Within the broad direction set by the Head of Total Reward, this role will have autonomy to use own initiative, organise own work and make decisions under the supervision of the Reward Specialist.

Key Accountabilities:

- Assist the Reward Specialist to conduct total reward research/data analysis, both internal and external (including benchmark studies) and present the results clearly and creatively, to meets the needs of the audience and to support decision making.

- Assist the Reward Specialist to complete accurate reward reporting analysing and identifying trends for review by the Reward Business Partners and Head of Total Reward.

- Prepare salary survey submissions, making sure data is accurately submitted and queries are resolved with the third-party providers.

- Support the Reward Specialist to model and administer the annual pay review, pay progression, bonus, grading and allowances processes.

- Be the first line of support to provide support, advice and guidance to line managers and employees on a range of total reward related issues and queries, where necessary escalating to the relevant Reward/People team member.

- Accountable for administering the monthly and annual flexible benefits system and processes and associated employee benefit membership, working with third party suppliers, HR Services and payroll teams to deadlines required.

- Manage the day-to-day administration of the employee recognition schemes updating systems, providing reports, processing awards and coordinating and supporting events.

- Ensure data and information is correctly logged in appropriate systems by completing regular audits.

- Create purchase orders and own the reconciliation and payment of supplier invoices within agreed timescales.

- Manage any employee benefit claims processes such as life assurance or critical illness working with providers to complete the claim.

- Coordinate and maintain all job descriptions, keeping the library up to date and ensuring effective version control.

- Coordinate and deliver a cyclical communication plan. Lead on reward promotional events to support employee engagement and promote the value of SNG's total reward package. Deliver face to face and virtual briefings as required.

- Be the reward owner for maintaining reward content on the intranet and reward systems.

- Provide support and training to managers and employees on the total reward package, policies and processes and how to make the most of them.

- Continually develop and improve pay, benefits and recognition processes using data and employee feedback.

- Support the delivery of reward projects, owning tasks and providing administrative support to the Reward team as required.

- Establish and maintain strong and productive relationships with key internal stakeholders and providers and customers to ensure that there is a consistently high level of engagement and two-way communication.

General

- Role model SNG's values and behaviours, fostering an environment of trust, transparency, inclusion, and employee wellbeing.

- Demonstrate everyone safe and well everywhere, every day by making health and safety a primary consideration in your decision making.

- Participate in learning and development opportunities and activities that develop personal effectiveness and assist in improving performance in the role. Ensure all core and mandatory training is completed and kept up to date.

- Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and to meet the changing needs of the organisation.

Knowledge & Skills:

Essential

- Previous experience in an HR/Reward and/or a data or systems role within a busy working environment.

- Relevant experience of working with data and Excel spreadsheets to extract and use large volumes of data effectively and confidently.

- High level of attention to detail.

- Strong administration and organisation and planning skills.

- Demonstrable experience of using a variety of systems.

- Ability to develop and deliver employee communication content.

- Ability to continually identify, challenge and drive process improvements.

- Ability to work on own initiative and as part of a team working to deadlines.

- Passionate about delivering a high-quality service and will go the extra mile.

- Demonstrable commitment to inclusive behaviours, respecting and embracing difference and listening to other people's perspective.

This is an overview of the job and will be periodically reviewed and updated to ensure that the job description fully reflects the responsibilities required of the post holder.

Version	Job code	Author	Date created/modified	Effective date
1.0	4528	Marie Wood	09/2024	
2.0	4528		05/12/2024	