

JOB DESCRIPTION
HR Advisor – Reward - Human Resources
Vacancy ref: N1501

Job Title:	HR Advisor (Reward)	Grade:	Grade 5
Division:	Human Resources		
Directly responsible to:	Reward and Resourcing Manager		
Supervisory responsibility for:	Informal supervisory responsibility for HR Assistant - Reward		
Other contacts			
Internal: HR Team, Payroll, V-C's office, ISS, representatives from Faculties and Departments			
External: University Networks, Benefit Providers, COREHR			
Job Purpose:			
The HR Advisor – Reward will support the Reward and Resourcing Manager in the delivery of an efficient and effective service to departments and faculties within the University by providing first line contact on all reward and recognition objectives and activities consistent with internal processes and legal requirements.			
Key Responsibilities and duties			
<ol style="list-style-type: none"> 1. To provide effective administrative processes to support: i) academic promotions, ii) academic probations, iii) Professorial Review, and iv) Head of Department appointments. This will include liaising with the most senior staff in the University to ensure committee meetings are effective, maintaining and developing arrangements for the logging, processing and notification of outcomes (overseeing some of those tasks that are undertaken by the HR Assistant – Reward), requesting references, and preparing papers for, attending and minuting meetings of the Promotions and Probation Sub-Committees and HoD appointment panels. 2. To provide administrative support for other divisional reward processes including, but not limited to: Senior Salary Framework, contribution pay, and Remuneration Committee. 3. To provide a helpdesk service in relation to <i>flexible benefits</i> and to supervise the HR Assistant – Reward to facilitate this. <ul style="list-style-type: none"> • To act as the first point of contact for employee issues or queries and manage any issues or complaints, referring to the Reward and Resourcing Manager as appropriate. • To develop effective relationships with benefit providers and produce monthly provider and other reports. • To investigate opportunities for new benefits. • To maintain and develop effective relationships with payroll and accounts payable to ensure that accurate monthly reconciliations are undertaken. • To process new starter and life event changes and related starter and leaver information processes. • To liaise with the HR Management Information team and the provider, CoreHR, over operation of the flexible benefits module. • To be part of the project team leading up to annual enrolment undertaking a range of duties including: testing of new developments/benefits and the preparation of communications and publicity for the benefits roadshow. 4. To provide effective administrative support to the Staff Awards process including publicity, the collation of applications, supporting the awards decision-making panel, liaison with the Ceremonies and Events office 			

regarding winners' attendance at Graduation, and the notification of outcomes. Planning and organising the Staff Awards Dinner, with the assistance of the HR Assistant – Reward.

5. Oversee the long service awards process undertaken by the HR Assistant – Reward, including the production of certificates, obtaining gifts and all correspondence with individuals in receipt of awards. To liaise with the Vice-Chancellor's/Ceremonies and Events office to ensure effective arrangements for the long service awards dinner/reception.
6. To ensure that all processes comply with documented processes and continuously improve processes to maintain their effectiveness.
7. To ensure that appropriate reward surveys are completed in a timely manner.
8. To update and maintain the Human Resources web pages relating to reward and recognition.
9. To carry out other duties appropriate to the grading of the post as may be directed by the Director of Human Resources or nominated representative.
10. To support the Human Resources Leadership Team as required, and attend Departmental/Faculty meetings as needed to support the work of our customers.