

JOB DESCRIPTION
Vacancy Ref: N1879

Job Title:	HR Advisor – Reward	Grade:	Grade 6
Division:	Human Resources		
Directly responsible to:	Reward and Resourcing Manager		
Line management responsibility for:	Reward Assistant		
Other contacts			
<p>Internal: HR Team, Senior University Officers and Leaders and their offices, Payroll, ISS, Internal Communications, other University services, representatives from Faculties and Departments</p> <p>External: University Networks, Benefit Providers, COREHR</p>			
Job Purpose:			
<p>The HR Advisor – Reward will lead the delivery of an efficient and effective service to departments and faculties within the University by planning and supervising, and providing first line contact for, all reward and recognition activities consistent with internal processes and legal requirements. Key responsibility for the academic promotions, professorial pay, academic probation, redundancy processes, job evaluation, staff awards and flexible benefits.</p>			
Key Responsibilities and duties			
<ol style="list-style-type: none"> 1. Organisation and planning of the annual reward cycle, calendar and workload to ensure reward activities are suitably prepared for and resourced and to enable effective administrative processes. 2. Develop and maintain trusted relationships with key senior stakeholders, up to and including the Vice-Chancellor. 3. Develop, maintain and lead internal network(s), work groups, small informal teams to contribute towards the effective management of reward processes and projects. 4. Develop, own and maintain processes for the logging of reward submissions, processing of cases and notification of outcomes (delegating where appropriate to the Reward Assistant or other HR divisional staff). 5. Ensure the highest levels of customer service within the workstreams delivered by both the HR Advisor – Reward and the Reward Assistant, including agreed service standards. To take independent decisions as part of the line management of the Reward Assistant and independently develop the administrative function of the Reward team. Supervise work of any other divisional staff or additional temporary staff assisting with reward work. 6. To manage on a day-to-day basis the University’s Flexible Benefits scheme, managing a helpdesk service, being the first point of contact for complaint escalation, developing key relationships with external benefit providers, HRIS Team and Payroll to ensure accurate implementation of all employee benefits. Planning for Flexible Benefits annual enrolment including preparing staff communications. 7. To research and investigate reward practices (in relation to all reward processes including Flexible Benefits) via external networking to obtain market awareness, benchmarking and statistical information; identifying potential benefits and impacts for Lancaster University, making recommendations and contributing to the decision-making taken by the Reward and Resourcing Manager on best practice reward solutions and opportunities. 			

8. To lead internal team providing the administrative and organisational support to the Staff Awards process including publicity, the collation of applications, supporting the awards decision-making panel, and planning and organising the Staff Awards Dinner, including effective liaison with the Ceremonies and Events office.
9. To contribute to decision-making in respect of the development of strategic reward activities and projects, in support of the People Strategy, in conjunction with the Reward and Resourcing Manager.
10. To independently prepare and present both bespoke and regular reports and statistical analysis on pay and non-pay issues to Committees and meetings. Includes trend analysis and research in relation to but not limited to pensions, reward practices and workforce information aligned to reward, recognition and benefits.
11. To be able to work in an autonomous manner when managing reward-based activities whilst continuously seeking service improvement and managing the Reward Assistant.
12. To deputise for the Reward and Resourcing Manager when required, attending Committees and meetings to provide advice and information on reward initiatives, ensuring that any follow up actions are delivered and implemented.
13. To review and develop independently, as appropriate, reward policies and procedures in accordance with the Policy Development Framework and within the legal framework of employment legislation, and to play a pivotal role in the negotiation and/or consultation process with the Trade Unions and other stakeholders.
14. When required, during periods of high divisional workload, assist the broader HR Operations team with case work.
15. To develop, update and maintain the Human Resources Staff Intranet pages relating to reward, recognition and benefits.
16. 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(s).