

JOB DESCRIPTION
Assistant HR Partner – Reward Projects
Vacancy Ref: A3014

Job Title:	Assistant HR Partner - Reward Projects	Grade: 7P
Division:	Human Resources	
Accountable to:	Director of HR & OD	
Directly responsible to:	Reward and Resourcing Manager	
Other contacts		
Internal: HR Leadership Team, Athena SWAN Programme Manager, Dean of EDI, EDI Manager, Reward Advisor, Reward Administrator, HR Partners, Organisational Developers and other HR colleagues, Faculty and Divisional Management Teams and Faculty Resourcing Managers		
External: University Reward Networks, CIPD, other HEIs		
Job Purpose:		
<p>As a member of the Reward Team within the HR Division, the Assistant HR Partner – Reward Projects will be required to provide Leadership to cross institutional HR Projects and improvement initiatives relating to Reward and Recognition at Lancaster University and therefore contributing to the delivery of the 4-year institutional Athena SWAN action plan.</p> <p>These projects will include Leadership of policy and process changes relating to Reward and recognition for both academic and professional services staff.</p>		
Key Responsibilities and duties		
<ol style="list-style-type: none"> 1. Responsible for the delivery of Reward related projects in support of the delivery of the Institutional Athena SWAN action plan. 2. Develop a project-based approach to the delivery of reward-based solutions to achieve the desired outcomes committed to within the Athena SWAN action plan. 3. Support the Reward team in providing specialist Reward advice to our internal customers (individual employees/assignees, Line Managers, HR colleagues as well as other stakeholders), in relation to the application and interpretation of the University’s Reward Policy. 4. Develop a programme of Reward Policy and process review and improvement and look for opportunities to enhance Reward processes including Promotion and Academic Probation ensuring effective benchmarking to align with leading edge sector practice. 5. Project Manage significant cross institutional Reward change projects including: <ul style="list-style-type: none"> ○ Integrated approaches to PDR, Probation and Promotion in support of wider Academic Development. ○ Job evaluation system review to understand how to increase consistency and explore opportunities around the development of job families 6. Provide dedicated support to enhance the employee experience in all aspects of Reward. 		

7. Work with the Deputy HR Director and Reward Manager to deliver ongoing improvements to the Academic Promotions Criteria.
8. Attend relevant Committees and meetings as appropriate to provide specialist Reward advice and support, ensuring that any follow up actions are delivered and implemented.
9. To work with the HR Partners and other HR & OED colleagues to identify and implement service improvements to HR processes and procedures as required.
10. To support the Director of Human Resources & OD, Assistant Directors or HR Partners with the delivery of HR Projects identified from the People Strategy.
11. As a member of the Reward team, provide cover as required.