

<b>Job Title:</b>	Pay and Reward Consultant
<b>Directorate:</b>	Organisation: People and Change
<b>Service:</b>	People Services
<b>Location:</b>	Suitable Council location within the City of Wolverhampton. Designated post with a 'flexible' working style
<b>Responsible to:</b>	People Policy and Strategy Lead
<b>Grade:</b>	7

### **Job Purpose and Role**

The post holder will ensure the development and effective implementation of the council's approach to pay, grading and reward; be the technical expert for job evaluation, job allocation and the council's employee benefits offer; and ensure the maintenance of pay equality and the management and development of pay and reward strategy to support People Development and Experience policies and strategies.

To support the People Service Leadership team members to carry out pay modelling, workforce pay analysis and projections and present information as required to demonstrate different options to enable the council to make evidence-based decisions.

### **Principal duties and responsibilities**

1. Design, develop and implement the council's pay and grading policy and procedures.
2. Ensure the effective evaluation and/or allocation of all jobs in the council under the relevant schemes (e.g. single status, hay, agenda for change).
3. Lead the role profile allocation process with trade unions and senior managers, ensuring accuracy and consistency in application and recording outcomes and the maintenance of the collective agreement.
4. Manage and monitor policy and processes on grading reviews.
5. Provide support and specialist advice to operational team members and managers on restructuring, resourcing and pay progression in relation to all aspects of pay and reward.
6. Develop and implement pay and reward related initiatives across the council, such as employee benefit schemes.
7. To support the People Policy and Strategy Lead with the development of the annual Senior Manager Pay Policy Statement.

8. To support People Service Leadership Team to consider regional updates about and the impact of the national pay award and help to prepare briefing notes for presentation to Strategic Executive Board and council members appraising them of progress. Once agreed, liaise with other council departments (such as Payroll and Agresso) to ensure backpay is paid to employees effectively and consider impact to employees on different terms and conditions of employment (i.e. Soulbury, adult education, employees that have TUPE transferred in etc). Develop and maintain a risk/issues/decision log to ensure learning is captured for the following year.
9. Ensure change to pay/terms and conditions is communicated to the organisation and relevant audience effectively using various channels.
10. To support pension processes/updates where required through matrix working with operational teams.
11. Provide management and co-ordination of the Council's salary sacrifice and other schemes including budget management, scheme promotion and contract management.
12. Monitor and report on pay equality and carry out pay benchmarking and pay audits to meet statutory requirements and organisational priorities; this includes providing support to equal pay risk management.
13. Research and monitor the changing local government and legislative landscape to identify the need for shifts in strategic and policy direction in relation to all aspects of pay and reward.
14. Collate and analyse complex HR data and produce reports and recommendations as required.
15. Support the development of wider council People Development and Experience policy and strategy.
16. Develop and manage positive and effective relationships across the council, partners and key stakeholder groups to achieve engagement and agreed improvement outcomes.
17. Support matrix working amongst team members and across the council.
18. Effectively manage relevant council projects as assigned, in keeping with the Council's agreed project management methodology.
19. Manage allocated resources appropriately.
20. To act in accordance with the Council's Constitution and other Codes of Conduct.
21. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
22. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
23. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.

24. To participate in the wider development of the service and contribute to service improvement as required.

25. Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council's key strategies; as appropriate and training provided.

26. Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council's objectives; as appropriate and training provided.

27. City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

Effective date

Signature of post holder

## City of Wolverhampton Council

### Personnel Specification

**Job Title:** Pay and Reward Consultant

Factors	Essential	Desirable	How identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Post graduate qualification in HR Management or equivalent qualification/work experience</li> <li>• Chartered member of CIPD or equivalent work experience and willingness to work towards</li> </ul>	<ul style="list-style-type: none"> <li>• Project management qualification/training</li> </ul>	Application form
<b>Training</b>	<ul style="list-style-type: none"> <li>• Training in job evaluation methodologies</li> <li>• Willing to undertake other training as necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Training in Hay job evaluation methodologies</li> <li>• Training in Agenda for Change job evaluation methodologies</li> <li>• Project management qualification/training</li> </ul>	Application form Interview

Factors	Essential	Desirable	How identified
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Considerable experience of implementing job evaluation schemes in a large complex organisation</li> <li>• Working with a job family methodology</li> <li>• Developing and implementing council wide OD and HR policies, such as pay and reward strategy</li> <li>• Developing employee benefits and implementing these successfully in a large organisation</li> <li>• Considerable experience of working effectively with Trade Unions</li> <li>• Experience of researching and analysing trend data to support monitoring and development of organisational policy</li> <li>• Providing technical and specialist advice to numerous stakeholders, including senior managers and trade unions</li> <li>• Working with sensitive and confidential information, and handling this appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing and developing projects and initiatives and working where appropriate within an agreed project framework</li> </ul>	Application form Interview
<b>Special Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>• Detailed knowledge of job evaluation frameworks and processes</li> <li>• Understanding of current priorities and trends in the field of pay and reward</li> <li>• Thorough understanding of resourcing, restructuring and progression and the role of job evaluation</li> <li>• Detailed knowledge of relevant legislation, including pertinent equality and diversity legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding and knowledge of equal pay legislation and pay equality</li> </ul>	Application form Interview

Factors	Essential	Desirable	How identified
	<ul style="list-style-type: none"> <li>• Good IT literacy and knowledge of relevant ICT packages</li> </ul>		
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Excellent analytical and interpersonal skills</li> <li>• Strong negotiation, facilitation and influencing skills</li> <li>• Ability to challenge constructively</li> <li>• Excellent verbal and written communication skills with a wider range of audiences</li> <li>• Demonstrates on a daily basis the council's core behaviours</li> </ul>		Interview
<b>Interests and Motivation Relevant to job</b>	<ul style="list-style-type: none"> <li>• Continuous professional development through keeping up to date on local, regional and national issues affecting the public sector</li> </ul>		Application form Interview
<b>Commitment</b>	<ul style="list-style-type: none"> <li>• To achieve work targets within specified timescales.</li> <li>• To contribute towards continuous improvement in service delivery and securing value for money</li> <li>• To a one council, one team approach</li> <li>• To maintain professional and ethical standards</li> <li>• To contribute towards maintenance and improvement of the image and reputation of the Service Group</li> <li>• To equality, diversity and inclusion</li> </ul>		Application form Interview