

Job Description

Job Title: Reward Consultant

Reports to: Managing Consultant

JOB PURPOSE

To win, deliver and project manage a number of Reward Consultancy projects to clients in accordance with agreed targets.

KEY RESPONSIBILITIES

Delivery

- Undertaking delivery of Reward projects both from office base and on client premises - Reward strategy development, Job Evaluation process, bespoke 'Club' salary surveys, design of bonus schemes, developing pay structures, managing pay benchmarking surveys etc
- Working with/supervising small teams of Reward analysts and occasionally Associate Consultants on larger, multi-strand projects
- Full project management of allocated clients, with a view to maximising client satisfaction and achieving profitable project delivery
- Production of management reports for clients
- Researching and developing market knowledge – survey providers, industry practices and publications, competitor activity, advising the Managing Consultant of findings and options for change
- Providing guidance to the other team members in key skill areas.

Development

- Scoping and qualifying allocated sales opportunities from both existing and potential Innecto clients
- Preparing and delivering sales documentation/presentations to potential clients, negotiating operational methodology and commercial parameters as required within agreed guidelines
- Developing relationships of trust with clients and widening the scope of our services to them.

MAIN JOB REQUIREMENTS

Education:

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|---|----------------|
| • University Degree in Business related subject | Essential |
| • Professional Qualification (or part qualified) CIPD | Desired |
| • Other relevant | None essential |

Skills:

Expert level proficiency in M/S Excel, Advanced skills in Word, PowerPoint

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Specific Experience:

Required – the successful candidate would have experienced a range of different reward design and implementation projects – likely compatible with about 5 years experience in a Reward environment, either for an in-house HR team or for a consultancy. Commercial awareness and acumen

Desired – business development skills

MAIN PERSON/COMPETENCE REQUIREMENTS

We're looking for:

- Strong communication and interpersonal skills with excellent attention to detail and listening skills.
- Broad private sector experience – particularly in our key market sectors; professional services, TV and media, financial services, retail and IT/high tech businesses
- Commercial ability and enthusiasm for developing new relationships with clients
- Able to complete the majority of tasks without supervision, acting on own initiative.
- Broad understanding of business/Reward issues, theories, practices and techniques.
- Excellent project management skills.
- Advanced understanding of Excel modelling, and data presentation and interpretation skills.
- Ability to develop relationships with clients for mutual benefit

Hours

The role could be performed on either of the two following formats;

- Full time (or 4 days a week) based in Wiltshire, with some limited home working
- Part-time (2 -3 days per week) based from home, with some client-site and regular office based meetings to review and agree work

Salary

Dependant upon relevant experience and skills. We also have a company bonus scheme and other benefits.

Please contact David Rees on 01672 851716 for a discussion, or email your CV and covering letter to david@innectogroup.co.uk

For more about Innecto including our clients and case studies please go to;

<http://www.innectogroup.co.uk/>