

Job Description

Job Title: Reward Analyst

Reports to: Senior Analyst

JOB PURPOSE

To contribute to the delivery of client reward projects by undertaking analysis, research and report compilation mainly in the areas of pay/benefits data benchmarking, pay structure development and bonus modelling.

KEY RESPONSIBILITIES

- Analysis and manipulation of pay and benefits data using Excel – sorting, collating and analytical modelling
- Production of management reports and graphs for presentation to client managers (both HR and line) to support key HR practices such as annual salary reviews, and pay, bonus and benefits benchmarking
- Dealing with salary survey providers and publishers, preparing data submissions and related administration on behalf of clients
- Evaluation and matching of new jobs into existing frameworks
- Development of pay structures for clients
- Production of employee pay/benefit statements
- Communication (via telephone, e-mail and occasionally face-to-face) with external suppliers and clients to progress projects and sort queries
- Handling and resolving queries from client staff and managers (both HR and line) regarding pay and benefits
- Researching market information – survey providers, industry practices and publications, benchmarking data, advising the Consultant of findings and options for change
- Providing guidance to the other team members in areas of pay benchmarking and salary data

MAIN JOB REQUIREMENTS

Education:

- University Degree in Business related subject Desired
- Professional Qualification (or part qualified) CIPD Desired

IT Skills:

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

Specific Experience:

Required - the successful candidate would have experience a range of different pay/reward implementation projects – likely compatible with about 2 years experience in an HR/reward environment, either for an in-house HR team or for a consultancy/salary data provider, with experience of pay in the private sector

Desired – Understanding of public sector pay arrangements

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MAIN PERSON/COMPETENCE REQUIREMENTS

Technical Expertise

- Technical knowledge across a broad range of reward components – pay benchmarking, pay structures, bonus design and modelling – with ability to analyse and present data and reports in these areas appropriately using statistical techniques
- Understanding of range of pay surveys and their suitability/application
- Some associated understanding of reward theories, practices and techniques
- Advanced Excel modelling, data presentation and interpretation skills, together with competency in using Word and PPT
- Highly developed research skills, especially online
- General understanding of business/reward issues

Project Management

- Developed project management skills, able to keep consultants effectively updated on progress and deliver projects on scope/budget and to time deadlines
- Able to complete the majority of tasks without supervision
- Ability to apply knowledge and competencies to a range of business situations

Client and Supplier Management

- Strong communication and interpersonal skills with excellent attention to detail and listening skills, when talking to both clients and salary survey providers
- Basic consultative skills, able to take and understand a bespoke client brief and assist a Consultant in shaping a proposal/plan to deliver to requirements – may accompany Senior Consultants on sales pitches
- Ability to develop trusting relationships with clients for mutual benefit, reporting potential areas for growth to others

Vacancies

We are looking for applicants to work either full time or part time (from 3 days a week). You could be based either in our administrative office in central Wiltshire, with some limited home working opportunity and with some client-site meetings **or** from home location in Central Southern England/South East.

Salary

We are flexible about salary, but would be expecting to pay in the region of £25,000 - £35,000 pro rata, depending on skills and relevance of previous experience, plus company bonus scheme and other benefits - private medical insurance, 25 days holiday, childcare vouchers

Please contact David Rees on 0207 268 3664 for a discussion, or email your CV and covering letter to david@innectogroup.co.uk - visit www.innectogroup.co.uk for more information.