

Job Description

Job Title: Senior Reward Analyst/Consultant	Reports to: Director of Consulting
--	---

JOB PURPOSE

To contribute to the delivery of major client reward projects by managing the activities of the Analyst team, as well as undertaking client facing Consultant duties across a range of projects and sectors

KEY RESPONSIBILITIES

- Overseeing the 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.
- Providing guidance to and full performance management of the Analyst team – planning workloads, reviewing activities, developing capacity and skills, interfacing with our internal Consultant team
- Undertaking Consultant level delivery activities as required - evaluation and matching of jobs, creating job descriptions, heading up pay benchmarking projects, development of pay structures etc as directed by the Senior Consultants
- Meeting clients to scope and deliver activities (workshops, training etc) ensuring that work is delivered to specification, project plan and budget
- Dealing with and resolving issues with salary survey providers and publishers, researching potential surveys, preparing data submissions and related administration on behalf of clients
- Undertaking advanced analysis and manipulation of pay and benefits data using Excel – sorting, collating and analytical modelling
- Communication (via telephone, e-mail and face-to-face) with external suppliers to progress projects and sort queries
- Handling and resolving complex queries from client staff and managers (both HR and line) regarding pay and benefits reports and data
- Researching wider market information – survey providers, industry practices and publications, benchmarking data, advising the Senior Consultants of findings and options for change

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 experienced a range of different pay/reward implementation projects – likely compatible with about 3-5 years experience in a reward environment, either for an in-house HR team or for a consultancy/salary data provider, working within the private sector. This will include an understanding of linking together parts of a reward landscape into a coherent structure. Some people management experience is essential

Desired – Understanding of public sector pay arrangements

Job Description

MAIN PERSON/COMPETENCE REQUIREMENTS

Technical Expertise

- Advanced technical knowledge across a broad range of reward situations/structures/processes – pay benchmarking, pay structures, job evaluation delivery, bonus design and modelling with associated understanding of reward theories, practices and techniques, and how these elements fit together/impact on each other
- Advanced Excel modelling, data presentation and interpretation skills – will be seen as the organisational 'expert' in these areas
- Strong communication and interpersonal skills with excellent attention to detail and listening skills.
- General understanding of business/reward issues, and how reward strategy impacts them.
- Ability to apply knowledge and competencies to a range of business situations.

Project and People Management

- Some people management and development experience – able to allocate and review work, managing the performance of a small team effectively
- Able to complete the majority of tasks without supervision
- Highly developed research skills, especially online
- Developed project management skills, able to keep significant (up to £40k) projects on scope and to time deadlines, planning and organising accordingly to avoid scope creep and budget overrun

Business Development and Client Management

- Developed consultative skills, able to take and understand a multi-strand client brief and shape a proposal/plan to deliver to requirements – will accompany Senior Consultants on sales pitches.
- Ability to develop relationships with clients for mutual benefit, reporting potential areas for growth to others

Hours

We are looking for applicants to work either full time or part time (from 3 days a week) based in our administrative office in Wiltshire, with some limited home working opportunity and with some client-site meetings

Salary

We are flexible about salary, but would be expecting to pay in the region of £40,000 - £45,000 pro rata, depending on skills and relevance of previous experience, plus company bonus scheme and other benefits - car allowance, 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.