

Job Description

Job Title: Reward Analyst

Reports to: Lead Consultant

JOB PURPOSE

To contribute to the development and delivery of client Reward projects by undertaking analysis and research mainly in the area of pay/benefits data benchmarking, research and data manipulation, but also creating pay structures 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 Lead 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:

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

Skills:

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

Specific Experience:

Required – some experience in an analytical environment

Desired – experience in an Reward/Comp and bens environment

Job Description

MAIN PERSON/COMPETENCE REQUIREMENTS

We're looking for:

- Strong communication and interpersonal skills with excellent attention to detail and listening skills.
- Able to complete the majority of tasks without supervision.
- General understanding of business issues.
- Applies knowledge and competencies to a range of business situations.
- Ideally previous Reward experience.
- Research skills
- Basic project management skills.
- Advanced Excel modelling, data presentation and interpretation skills.
- Ideally an understanding of Reward theories, practices and techniques.
- Basic consultative skills.
- Ability to develop relationships with clients for mutual benefit

This role could also be suitable for an HR Generalist with a degree of reward experience who wants to transfer into a specialist role or a recent graduate with some analytical work experience.

This role could be a stepping stone into a Consultant role over time, although at the moment the majority of time would definitely be spent on analyst and research activities.

Location/Working Hours

We aim to be as flexible as possible with regard to working hours and location. Ideally the role would be based in our Wiltshire office, with some limited home working

The role could be undertaken either full-time or part-time (minimum 3.5 FTE per week) with some flexibility around working hours

Salary

We are flexible about salary, but would be expecting to pay in the region of £25,000 - £32,000 pro rata, depending on skills and relevance of previous experience, plus company bonus scheme and other benefits.

Please contact David Rees on 01672 569199 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/>