

## **Job Description**

<b>Job Title:</b>	Reward Analyst
<b>Reports To:</b>	Head of People Partnering
<b>Location:</b>	Headquarters, Dunfermline (with a flexible blend of home working)
<b>Hours:</b>	9am - 5pm, 35 hours, Monday to Friday
<b>Contacts:</b>	Director of People & Culture, People & Culture team, Line Managers, Colleagues across the Society & occasional work with external service providers.

### **Overall Purpose of the Role:**

The role holder is responsible for providing strategic reward support within the People and Culture team. They will lead on all aspects of reward and total compensation and, under the leadership of the Head of People Partnering, will develop a reward approach that is focused on ensuring the SSPCA delivers its People Strategy whilst ensuring alignment with our financial and budgetary strategy.

You will be responsible for managing all aspects of reward both financial and non-financial whilst ensuring our approach is innovative and reflective of industry best practice. This role will work closely with the People Leadership team and the wider organisational Senior Leadership team and will require experience communicating, and engaging at all levels up to, and including board level.

This role requires a record of accomplishment within a reward function and will require a strong understanding of innovative reward methodologies, excellent data skills and an ability to work at pace within a high-performing People and Culture team. We offer an opportunity to develop whilst making a difference in one of Scotland's most prominent charities.

Your responsibilities in key areas are:

### **Core reward responsibilities:**

- Responsible for harnessing a variety of data sources including Cascade, Business Objects, and Excel to provide deep analytical insights that inform strategic Reward initiatives.
- Collecting and examining salary data internally and externally, offering benchmark data, and making related recommendations
- Creating reports and proposals, e.g. analysis of Gender and Ethnicity Pay gaps.
- Managing cyclical Reward tasks such as gathering, calculating, analysing, modelling, and communicating payment details.
- Leading the execution of recurring reward activities such as annual salary reviews, pay negotiations with our Unions, and employee benefits.

- Support the Head of People Partnering, to identify the most appropriate Reward metrics and reporting requirements tailored to P&C stakeholders including up to board level.
- Taking a proactive and collaborative approach to reward, by making recommendations and suggestions to improve processes and practice as appropriate
- Lead the data input, reporting and analysis of the annual colleague survey and Equality and Diversity, including Gender Pay Gap reporting.
- Support audits, reporting, and governance reviews related to compensation policies, ensuring data accuracy and compliance.
- Support the governance of employee benefit plans. Including the management of the annual renewals of our insured employee benefits.
- Lead the design and roll out of new reward initiatives and benefits
- Delivering organisational communication on reward and benefits for all colleagues

#### **Job Evaluation:**

- Overall accountability for the SSPCA job evaluation framework ensuring it remains fit for purpose and is managed effectively with our Unions partners.
- Responsibility for new role benchmarking utilising internal and external benchmarking and our job evaluation profiles.

#### **Continuous Improvement and Projects:**

- Working closely with the Head of People Partnering to develop innovative Reward approaches for presentation to SLT and board.
- Lead on Reward projects with minimal supervision including an ability to map, communicate with and engage all relevant stakeholders.

#### **Key Personal Attributes:**

- Excellent verbal and written communication skills with strong customer focus on building solid business relationships
- Strong analytical skills
- Strong numeracy skills with the ability to undertake data modelling
- Strong project management skills
- Ability to challenge processes and identify improvement areas
- Solid stakeholder management skills
- Strong commercial capability
- Experience of working in a unionised environment
- Understanding of people engagement drivers and interventions designed to drive this
- Ability to deliver through others