JOB DESCRIPTION

Job Title: Head of Reward, Benefits and Performance

Post Responsible To: Group Human Resources Director (GHRD)

Post responsible For: Reward and Benefits team

Performance and Policy

Job Purpose:

Through strong and professional thought leadership, provide strategic oversight to the development of pay, reward, benefits and performance strategies to enable the University’s Students First Strategy.

The post holder will also have responsibility for:

- Providing strategic leadership and direction to the development and maintenance of all HR policies and Procedures.
- The strategic oversight into the Introduction and maintenance of a new HR system and the provision of HR data to support Business Partners, reward and benefits strategies and University objectives.
- The management of the Reward and Benefits centre of excellence team.

Principal Accountabilities:

Ensure all aspects of Reward, benefits, Policy and performance are focused on diversity and inclusiveness to ensure accessibility and equality of approach to all colleagues.

Reward and Benefits

Define and manage benefits proposition.

Lead and provide strategic direction to the development of pay, reward, recognition and benefits strategies to ensure the adoption of best practice and alignment to the strategic objectives of the University.

Ensure reward and benefits strategies (both tangible and non-tangible) and policies and reporting comply with University and public-sector regulations, governance and are legally compliant.

Develop and lead the implementation of related policies and procedures and systems to support the growth of the university and delivery of People strategies.

Provide expert advice to the leadership and annual remuneration processes ensuring the processes are fair and equitable and in line with the reward strategy.

Lead the preparation and papers required for University Governance committees and liaise with the Governance team to ensure all requirements and Management information is provided within plan.

Provide oversight of the University’s approach to job evaluation to maintain consistency and fairness and assess appropriate methodologies.

Ensure regular benchmarking and market related pay research is undertaken when necessary to enable the university to remain competitive and an employer of choice.

Maintain oversight of Pension and Payroll operation and ensure reward and benefits policies are aligned with USS and HMRC regulations.
Performance

Ensure the University has a best practice performance management framework that aligns to expected behaviours and recognition and the Universities strategic objectives.

Lead the annual Performance management process and ensure it is effectively communicated to managers and staff and HR teams have a clear understanding of their role.

Policy

Provide strategic direction and leadership on the development of HR policies.

Assess current and future policy requirements to support strategic aims in conjunction with the University’s senior management team.

Monitor employment legislation developments and best practice, assess the impact on the University Policies to ensure legal compliance.

Impact access the equality and diversity impact on all HR policies.

Provide input to trade union relationships to foster effective working relationships and enable appropriate changes to policies.

Systems and MI

Provide leadership and direction to the introduction of a new HR system and ensure existing HR systems are maintained and compliant until the new system is in place.

Define and implement a strategic approach to HR data analytics for HR and the business. Ensuring the provision of Strategic HR management information and performance data including reward and benefits audits.

Keep abreast of the external environment and ensure the HR systems continue to be compliant with data protection principles and related legislation.

Senior Leadership Duties

As a key member of the senior HR leadership team develop and execute HR strategy plans to ensure close alignment to institutional priorities through strong collaboration and effective team working.

Oversee the development, delivery and regular review of the HR unit business plan, budget planning, workforce plans, risk register and equality and widening access plan.

Internal and External Relationships:

Foster and maintain relationships with other external professional bodies, advisers and consultants e.g. legal advisers, UHR, reward and benefits providers and specialists. Members of the University Senior Leadership Team, Vice Chancellors Executive and other Senior Officers of the University.

- Equivalent officers in other Universities, nationally.
- External agencies and bodies as relevant to the role including.
- UHR network.
- CIPD national network.
- Represent the University at external conferences in related fields.
Performance Criteria

Critical success factors in the role:

- Alignment of the Reward Strategy with People First Strategy.
- Delivery of reports and MI, including Remuneration Committee requirements efficiently and to plan.
- Support the success of the University strategy by using approached to reward and performance to imbed cultural change initiatives across the institution.
- Establishing and delivering a high quality AOE services to the People services division.
- Meeting targets set for key HR project delivery.
- Development of key relationships internally and externally.
- A collaborative approach to driving the change agenda.
- To work in collaboration across people services to deliver outcomes that enhance the employee experience in the OU.

Qualifications, Knowledge and Experience:

- Fellow or chartered member of CIPD membership or equivalent experience in specialist field.
- Experience of working at a senior HR level in a complex unionised organisation.
- Experience of managing resources, both people and financial.
- Demonstrable experience of managing projects and delivering successful outcomes.
- Demonstrable success of building good relationships and partnerships with key influencers across the organisation.
- Good knowledge of developments and Expertise in Reward and Benefits.
- Very significant experience in a specialist role, operating with a high degree of autonomy within a regulated procedural context.
- Experience of leading Systems implementation and upgrades.
- Demonstrable experience of thought leadership and the development of innovative approaches to complex problems.
- Demonstrable commitment to the promotion of equality and diversity.

Skills, Abilities and Competencies:

- Proven capabilities as a senior leader and manager, with a proactive flexible and inclusive management style appropriate to the complexity and diversity of the University.
- Flexibility and pragmatism and the ability to deal with Ambiguity.
- Ability to think strategically.
- Ability to lead continuous organisational change and development.
- Excellent written and oral communication skills, with the ability to present clear, well-structured reports and briefs.
- Ability to work in collaboration with other senior professionals whose expertise is vital when agreeing strategic plans and or major programmes of work.
- The ability to make logical, well-balanced and reasoned decisions.
- Able to proactively develop team dynamics and performance, ensuring quality standards are consistently achieved.
- A commitment to people development and the organisational values and behaviours that underpins the culture and value of the University.
- Excellent organisational skills Ability to deliver projects to plan, and cost and quality.
- Emotional resilience.
- Excellent problem solving skills.
- Energy, enthusiasm and confidence.
- A willingness to work flexibly as and when required.