JOB DESCRIPTION

Job Title: Head of Reward and Insight (People Services)
Grade: 10 (SS1)
Post Responsible To: Group People Director
Post responsible For: Reward, Insight and People Systems team

Job Purpose:
Through strong and professional thought leadership, provide strategic oversight to the development of reward, benefits, performance and people management information strategies to enable the University to achieve its strategic objectives.

The post holder will also have responsibility for ensuring the existing HR systems continue to be maintained and compliant as the University migrates to a new HR system.

Principal Accountabilities:
Ensure all aspects of Reward and Performance are focused on diversity and inclusiveness to ensure accessibility and equality of approach to all colleagues.

Reward and Benefits
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), policies and reporting comply with University and public-sector regulations, governance and are legally compliant.
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 (including the Remuneration Committee) 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.

**Insight**

Define and implement a strategic approach to People data analytics for People Services and the business. Ensuring the provision of Strategic Human Resource management information and performance data.

**People Systems**

Have oversight on the migration of People data to the new HR system and ensure existing HR systems are maintained and compliant until the new system is in place.

Keep abreast of the external environment and ensure the existing 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 and members of the University Senior Leadership Team, Vice Chancellors Executive and other Senior Officers of the University.
Performance Criteria

Critical success factors in the role

- Alignment of the Reward Strategy with the University Strategy
- Delivery of reports and insight, including Remuneration Committee requirements efficiently and to plan.
- Support the success of the University strategy by using approaches to reward, recognition and performance to embed cultural change initiatives across the institution
- Establishing and delivering a high quality AOE service 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 enhances 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, Benefits and Performance Management,
- Very significant experience in a specialist role, operating with a high degree of autonomy within a regulated procedural context.
- Experience of leading approaches to management information and insights
- 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.