Reward Analyst
Human Resources

Closing date: 13 February 2018
Interview date: 8 March 2018
Vacancy reference: 6345
INTRODUCTION

As a member of the prestigious Russell Group, the University of York employs over 4,200 staff across 30 Academic Departments and 10 Support Departments and has 17,000 students studying a wide range of Undergraduate and Postgraduate programmes.

Human Resources (HR) is a major support function within the University and offers the full range of HR services expected in an organisation of its size and complexity.

Within HR, the Reward team are responsible for ensuring our Reward strategy, policies and processes support our University and HR strategy and of course comply with relevant legislation.

We are looking to recruit a Reward Analyst - this is a newly created position and offers a fantastic opportunity to join a prestigious Russell Group University based at our beautiful campus in the historic city of York.

Reporting into the Reward Manager you will have a number of responsibilities including:

- Supporting senior reward activities
- Delivery of Statutory Gender Pay and other Pay equality reporting
- Data analysis and reporting on salary data and market benchmarking
- Supporting the delivery and administration of our Rewards Extra Benefits Scheme

We are looking for someone who has strong Excel and analytical skills and who has ideally worked within reward or a similar environment however; we will consider candidates with relevant experience who are interested in working in reward.

If you are interested in how Human Resources plays a part in delivering the University of York strategy, enjoy working as part of a team and can bring a positive and curious approach coupled with great analytical skills and high attention to detail then this is for you.

Informal enquiries are welcome – please contact Iona Rodger by email (iona.roder@york.ac.uk) or telephone 01904 324873.

Please refer to the University of York Human Resources website for information. http://www.york.ac.uk/admin/hr/
Main purpose of the role

To provide analytical and administrative support to ensure the accurate and efficient delivery of reward processes and robust analysis to support the development and delivery of the Reward Strategy.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Supporting senior pay review processes by working with the Reward Manager to ensure activity is planned and delivered to the required timescales and appropriate information is available to support the Remuneration Sub-Group and Remuneration Committee meetings.

- Supporting the academic promotion process by working with the Reward Manager to ensure activity is planned and delivered to the required timescales and working with HR colleagues to ensure appropriate material is available for Promotion committee meetings.

- Equality reporting – carrying out analysis to deliver the statutory gender pay reporting and associated pay equality analysis.

- Provide administrative support and guidance for the University Rewards Extra benefits scheme and support the annual renewal of benefit choices e.g. system testing, query resolution, invoice reconciliation.

- Collating HR data and working with the Reward Manager to undertake specific analysis to support projects e.g. Pay modelling and cost analysis.

- Support the Reward Manager to ensure adherence to relevant data protection legislation by maintaining appropriate oversight of data and records held in the Reward team.

- Supporting the Reward Manager through the delivery of ad-hoc administrative activity e.g. production of pay review letters.

- Providing market analysis using external market data and internal data to benchmark the university’s competitive position.

- Provide reward support for HR Operations, HR Services and Senior Management colleagues to resolve specific ad-hoc queries.
## PERSON SPECIFICATION

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<thead>
<tr>
<th>Essential/Desirable</th>
<th>Qualifications</th>
<th>Knowledge</th>
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<tbody>
<tr>
<td>Essential</td>
<td>Spreadsheet capability to Advanced ECDL or equivalent standard</td>
<td>Advanced knowledge of MS Windows based packages particularly spreadsheets</td>
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<td>Essential</td>
<td>Educated to degree level or equivalent further education</td>
<td>Awareness of equal pay legislation</td>
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<td>Essential</td>
<td>Knowledge of computerised HR systems</td>
<td>Knowledge of HR procedures</td>
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<td>Desirable</td>
<td>Understanding of issues in Higher Education</td>
<td>Desirable</td>
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<tr>
<td>Essential</td>
<td>Skills, abilities and competencies</td>
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<tr>
<td>Essential</td>
<td>Excellent Excel skills - developing, up-dating and maintaining spreadsheets and databases accurately</td>
<td>Excellent analytical skills – structured approach to problem solving</td>
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<td>Essential</td>
<td>Ability to work to a high standard of accuracy and attention to detail whilst under pressure to meet tight deadlines</td>
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<td>Essential</td>
<td>Excellent organisational and prioritisation skills</td>
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<td>Essential</td>
<td>Effective verbal communication and interpersonal skills to communicate with a diverse set of stakeholders</td>
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<td>Essential</td>
<td>Ability to work independently using own initiative taking ownership and responsibility</td>
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<td>Essential</td>
<td>Ability to work as an effective team member</td>
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<td>Essential</td>
<td>Ability to maintain confidentiality</td>
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# PERSON SPECIFICATION

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<th>Experience</th>
<th>Essential/Desirable</th>
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<td>Experience of complex analysis – using initiative and technical skills to solve problems</td>
<td>Essential</td>
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<td>Experience of effectively prioritising and managing to deadlines</td>
<td>Essential</td>
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<tr>
<td>Previous experience of working in an HR department</td>
<td>Desirable</td>
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<td>Previous experience of working in Higher Education</td>
<td>Desirable</td>
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<th>Personal attributes</th>
<th>Essential/Desirable</th>
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<tr>
<td>A positive and co-operative approach to providing a service</td>
<td>Essential</td>
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<td>Strong attention to detail and accuracy</td>
<td>Essential</td>
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<td>Analytical thinking – a structured approach to solving problems</td>
<td>Essential</td>
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<tr>
<td>Confidentiality, Sensitivity and resilience when dealing with a range of issues</td>
<td>Essential</td>
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<tr>
<td>A willing and flexible approach to new tasks and areas of work</td>
<td>Essential</td>
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THE DEPARTMENT

The University employs over 3,800 staff across 30 Academic Departments and 10 Support Departments and has 16,000 students studying a wide range of Undergraduate and Postgraduate programmes.

HR is a major support function within the University and offers the full range of HR services expected in an organisation of its size and complexity.

The Human Resources (HR) Department aims to support staff and managers by developing and adopting a range of strategies, expert advice, information and operational services.
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we've worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our employee benefit pages.
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King's Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6345
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 13 February 2018

What will I need?
We will ask you for details of:
- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance
Direct any informal queries to iona.rodger@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835