Reward Manager
Human Resources

Closing date: 25 February 2022
Interview date: March 2022 (to be confirmed)
Vacancy reference: 10305
INTRODUCTION

The University of York exists for public good. Enquiring minds, inspirational teaching, pioneering research, global ambition, local commitment and social purpose are the foundations which underpin our vision at the University of York.

We employ world class talent in our academic and professional services departments, and promote a culture with equality, diversity and inclusion at its heart. Do you believe that you can make a difference and bring fresh ideas to our University reward and recognition offering?

We are looking for a forward-thinking, innovative, and experienced Reward Manager to help us implement, design, and develop a reward and recognition offer that enables us to achieve the ambitious goals set out in our University strategy. It is an exciting opportunity to join a friendly and collegiate HR team supporting the University to achieve its ambitions through leading, shaping and delivering across our Reward agenda.

The role will cover operational, policy and more strategic reward projects as well as the cyclical pay and promotions processes. It will also include dealing with complex day to day queries as the need arises. The successful candidate will need to demonstrate strong analytical, written and influencing skills plus experience of dealing with a range of stakeholders.
Main purpose of role

Through strong and professional thought leadership, manage the development and delivery of reward strategy, policy and processes that support and enable the University’s 2030 strategy.

Key Responsibilities

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

1. Role Specific Responsibilities

- provide subject matter expertise in relation to Reward that contributes to both tactical and strategic HR interventions and delivery
- manage the University Remuneration Committee process and associated senior remuneration governance activity
- plan and deliver cyclical reward activity e.g. pay review, benefit review, academic promotion
- deliver the University’s annual gender pay report and other associated reward equality reporting
- manage the University job evaluation processes (Hay and HERA) and ensure that evaluations are carried out effectively and efficiently
- contribute as a member of the University senior HR team to the development of the University HR strategy

2. University of York Responsibilities for Grade 8

- Service and Operational Delivery
- Provide the leadership that enables the service to deliver its objectives.
- Lead delivery of a substantive and/or complex range of services.
- Engage with key stakeholders to influence opinion, delivery and reputation of services.
- Deliver results to meet the needs of the customer through effective leadership of people.
- Monitor, evaluate and provide feedback on the performance of own area and take the actions necessary to improve the service.
- Horizon scan to identify digital opportunities to improve the efficiency of service operation.

Continuous Improvement

- Lead on the design, implementation and monitoring of policy and quality standards, procedures and systems ensuring effective working and continuous improvement.
- Engage in external networks or partnerships to identify and influence potential opportunities for service or operational delivery improvements.
- Apply leadership and expertise to identify, understand and resolve significant/longer term complex problems and generate innovative approaches to improve or resolve.
- Lead continuous development of self and team to ensure ongoing and future breadth and strength of capability and knowledge.

Specialist Contribution

- Act as a recognised practitioner within own specialist area or discipline, shaping activities, processes and systems.
- Lead and deliver professional development and support initiatives in relation to own subject area that would apply across the University.
JOB DESCRIPTION

- Provide expertise to maintain and/or develop the systems and processes to support compliance with legislation, statutory duties and to facilitate the delivery of effective services.
- Apply technical expertise/analysis to high-level of problem resolution, technical judgement to guide decision making.

Governance and Oversight

- Promote and develop a deep understanding of organisational policy and regulations.
- Manage quality and regulatory audit process.
- Provide advice to stakeholders regarding compliance and regulations where there is significant complexity and/or appropriate assessment of risk required.
- Horizon scan to understand emerging legislation and regulation and propose the University’s response to these changes.
- Accountable for ensuring procedures and policy meet all required legislative or regulatory standards.

Collaboration and Communication

- Lead internal meetings, working groups and sub-committees at an operational service level to influence governance, organisational policy and standards for the service.
- Develop long term relationships with senior stakeholders to ensure effective and valued outcomes.
- Develop and encourage mutually beneficial internal/external working relationships.
- Identify and develop opportunities for communities of practice and knowledge sharing.

Planning and Organisation

- Responsible for the operational and strategic planning for their area that is likely to involve coordination and integration with broader directorate planning.
- Will have significant input to long term strategic planning.
- Lead project scoping, initiation, planning and implementation for large scale/University wide initiatives.
## PERSON SPECIFICATION

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<tr>
<th>Role Specific</th>
<th>Essential / Desirable</th>
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<td>Proven, demonstrable reward experience at professional / manager level with strong technical skills, knowledge of best practice and how to apply that knowledge in an operational environment</td>
<td>Essential</td>
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### University of York Person Specification for Grade 8

### Qualifications:

Degree and professional qualification, or equivalent experience  

### Skills - demonstrates the ability to:

- Lead people - providing vision, motivation, inspiration and direction  
- Lead large-scale projects  
- Use digital technologies including Google applications and/or Microsoft Office  
- Communicate to engage and influence others  

### Behaviours:

- Works collaboratively with others  
- Delivers a quality service  
- Develops self and others  
- Identifies and implements continuous improvement  
- Actively champions respect, inclusivity, equality and diversity
OUR COMMITMENT TO EQUALITY, DIVERSITY AND INCLUSION

Founded on the principles of excellence, equality and opportunity for all, the University is proud to create an environment that attracts staff and students from all over the world. What we gain from diversity is immeasurable.

Our Equality, Diversity and Inclusion Strategy, which was developed in partnership with our staff and student communities, describes our commitment to create a culture where everyone can contribute to university life, knowledge and growth.

We want to create a working, learning, social and living environment that will enable all staff and students to achieve their full potential. Our strategy sets out an ambitious set of objectives to succeed in our commitment, but we have a challenging journey ahead. We recognise that we are not truly representative of our communities locally, nationally and internationally. We would like to pay particular focus to gender parity across all levels, particularly in senior roles; the recruitment, retention and success of a more ethnically diverse staff and student community; an accessible and inclusive campus and ensuring that the values and behaviours we expect from everyone embrace inclusive responsibility and leadership.

Opportunity for all
Our outreach programmes and widening participation work have made us one of the most socially diverse universities among our peers. The York Students in Schools (YSIS) programme has been providing a helping hand in the city’s classrooms for 25 years, placing around 700 students with local schools every year. It recently introduced a new English and Mathematics tutoring scheme.

A report by The Reform Research Trust in September 2017 ranked York second out of 29 high-tariff institutions for our track record in increasing access for disadvantaged students from 2011/12 to 2015/16.

Wellbeing and support
Students are encouraged to balance their studies with activities and interests to give them a healthier and more rounded student experience. We have invested heavily in support of physical health with new and improved sports facilities, and in mental health through our Open Door counselling and crisis team which now opens in the evenings during term time. We have also developed a support network of staff trained in Mental Health First Aid. University staff have access to wellbeing help and support, and can access advice through our site. Further information on our health and wellbeing support can be found at https://www.york.ac.uk/staff/support/.
We are a world-class institution, focused on creating an environment of excellence in which all our students, staff and researchers can thrive. Our Research Strategy encompasses our vision that York should provide a home for some of the best research in the world. (https://www.york.ac.uk/research/)

We are a high-performing member of the Russell Group, ranked 18th in the Guardian’s Good University Guide 2022, and 19th in the Times and Sunday Times Good University Guide 2022.. We were awarded TEF Gold for our research-led teaching which provides "consistently outstanding outcomes for students from all backgrounds".

Our Equality, Diversity and Inclusion Strategy speaks to the core of our values. We hold 23 awards from Athena SWAN, recognising the advancement of gender equality: representation, progression and success for all.

In 2021 we were shortlisted for Times Higher Education’s University of the Year Award in recognition to the University’s response to the Covid pandemic. Further details on the nomination and how the University responded to one of the most unprecedented events in our history can be view on The Year We Came Together - Our Covid-19 response.

At the heart of the region

The University is deeply embedded in the local community of North Yorkshire. Our values and commitment to the public good have never been more important. We are a hub for sharing knowledge, inspiring collaboration and enriching lives.

Across the University, we are mobilising our knowledge, our people and our resources to tackle the immediate and long-term challenges created by the coronavirus crisis.

https://features.york.ac.uk/who-we-are/
THE UNIVERSITY OF YORK

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 is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

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](http://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 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.
HOW TO APPLY

Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 10305
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 25 February 2022.

What will I need?

We will ask you for details of:

- Your CV
- a letter describing how you meet the requirements of the job and your motivation for application

You will also need details of 2 referees.

Help and assistance

Please direct informal enquiries to contact Iona Rodger (iona.rodgers@york.ac.uk)

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

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