Reward Analyst

Department: Human Resources - Reward

Hours of work: Full time - 37 hours per week

Contract type: 12 Month Fixed Term Contract (Maternity Leave Cover)

Salary: Grade 5, £26,341 – £32,344 per year
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.

Main purpose of the role

The Reward Analyst reports into the Reward Manager and supports them in delivering on the University Reward agenda through the provision of analytics and accurate and efficient delivery of Reward processes. They will act as a subject matter expert on all pay, benefit and promotion related matters, and work with the Senior Reward Analyst on the delivery of key cyclical reward processes.

Key responsibilities

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

1. Role Specific Responsibilities
   - Support Reward and academic promotion processes through planning, analysis and delivery to ensure activity is delivered to the required timescales and that the University adheres to all relevant Reward governance protocols.
   - In conjunction with the Senior Reward Analyst and Reward Manager undertake specific analysis to support reward projects e.g. Pay modelling, cost analysis, pay equality analysis to ensure reward decisions are informed by robust insight.
   - 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.
   - Providing market analysis using external market data and internal data to benchmark the university’s competitive position to ensure the University continues to be able to attract and retain staff to support the delivery of its strategy.
   - Provide reward support for HR Operations, HR Services and Senior Management colleagues to resolve ad-hoc queries and progress specific reward initiatives to ensure HR provides an agile and seamless service for our customers.
   - Provide a central point of contact and expertise in relation to the University’s job evaluation approach and frameworks and ensure maintenance of associated policy and procedures to ensure the University maintains pay equality.

2. University of York Responsibilities for Grade 5

Service and Operational Delivery
• Undertake day to day decision making for operational aspects of service or delivery, within a designated area of responsibility.
• Deliver services to standards set by others, using initiative and independent action to meet service needs.
• Manage the resolution of escalated or complex issues or queries where the answer requires consideration without precedent.
• Where appropriate, solicit customer views on the nature and quality of the service provided.
• Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.

Continuous Improvement
• Monitor and review service or operational delivery in conjunction with line manager, recommending / implementing improvements to process, service or governance.
• Contribute to and/or initiate the development and improvement of methods of service delivery.
• Research, analyse and interpret data/findings, using standard methodologies to identify opportunities for improvement. Where appropriate, independently identify and source additional information for consideration.
• Proactively identify opportunities for building new personal knowledge and skills for self and others.

Specialist Contribution
• Provide detailed advice to internal and external stakeholders on service-specific policies, procedures and regulations.
• Carry out investigations, searches and research information and data to identify trends and patterns.
• Analyse data and statistics and provide reports for higher level decision makers.
• Provide expertise to support compliance with legislation and statutory duties.

Collaboration and Communication
• Establish, maintain and develop productive and ongoing relationships with colleagues across the University, to support service delivery and issue resolution.
• Contribute to business meetings, working groups and committees to enable efficient service delivery and manage stakeholder expectations.
• Engage with external peers and specialists to exchange knowledge and information.
• Use a range of digital media and tools to communicate with a diverse range of key stakeholders.
• Collaborate with team members to identify and implement service improvements or alterations.
• Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.

Governance and Oversight
• Implement and monitor recognised procedures to ensure compliance.
• Provide training to team members on procedure e.g. data handling and recording.
• Ensure accuracy by implementing recognised and routine checks, assessment criteria and techniques.

Planning and Organisation
• Plan and organise own workload (and, where applicable, the workload of team members) to manage short term fluctuations and changing priorities.
• Contribute to longer term plans/programmes of work.
● Plan and organise small scale projects.
**Person specification**

<table>
<thead>
<tr>
<th>Role Specific</th>
<th>Essential / Desirable</th>
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</thead>
<tbody>
<tr>
<td>Spreadsheet capability to Advanced ECDL or equivalent standard</td>
<td>Essential</td>
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<tr>
<td>Knowledge of equal pay legislation</td>
<td>Essential</td>
</tr>
<tr>
<td>Knowledge of HR procedures</td>
<td>Essential</td>
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<tr>
<td>Experience of role analysis using HERA</td>
<td>Desirable</td>
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**University of York Person Specification for Grade 5**

**Qualifications:**

Level 3 qualification. (Qualifications at this level include A levels. Please [view the full list](#). We also welcome applicants with equivalent non-UK qualifications or equivalent professional experience.

**Skills - demonstrates the ability to:**

- Manage small-scale projects                                      | Essential |
- Gather, analyse, interpret and report data/information            | Essential |
- Use digital technologies including Google applications and/or Microsoft Office | Essential |
- Communicate effectively in verbal and written formats, including the use of a variety of digital tools | Essential |

**Behaviours:**

- Works collaboratively with others                                      | Essential |
- Delivers a quality service                                             | Essential |
- Develops self and others                                               | Essential |
- Actively champions respect, inclusivity, equality and diversity       | Essential |
- Identifies and implements continuous improvement                       | Essential |