



1 Advertisement

Post Title: Reward Manager

School/department: Human Resources

Hours: Full time – 37.5 hours

Requests for flexible working options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: Fixed term - Maternity cover

Reference: 20258

Salary: starting at £36,333 to £43,155 per annum, pro rata if part time [current salary scales can be found here](#)

Placed on: 25 April 2023

Closing date: 16 May 2023. Applications must be received by midnight of the closing date.

Expected Interview date: To be confirmed

Expected start date: 26/06/2023

The Human Resources division of the University of Sussex is looking to recruit a Reward Manager to lead the Reward Team, to cover the maternity leave of the current post holder.

You will play a key role in shaping the University's reward and benefits experience, which in turn will help shape the future success of the division and the University, as such this is an exciting opportunity that will leave an indelible legacy on the institution.

The ideal candidate will have:

- extensive experience of managing the Reward function of a large complex organisation,
- experience of job evaluation,
- experience of staff benefit provision
- strong project management skills
- line management experience

You will be working alongside colleagues from all areas of the University including the senior management of the institution providing expert advice and solutions to issues within your remit.

The HR Division is a forward thinking, dynamic and supportive team with a commitment to the University's values and ideals.

In return for your commitment and expertise the University offers a generous annual leave allowance and pension, flexible/hybrid working and the chance to work for a University that aims to shape the world for the better.

If you think you meet the criteria as detailed in the Person Specification, we would welcome an application from you. If you would like an informal chat about this opportunity please contact Matt Naish at m.naish@sussex.ac.uk or call on 01273 877545.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

ROLE PROFILE

| | |
|--------------------------|---|
| Job Title: | Reward Manager |
| Grade: | Grade 7 |
| School/Division: | Human Resources |
| Location: | Sussex House/Hybrid |
| Responsible to: | Assistant Director HR: Reward & Retention |
| Direct reports: | HR Data Insight Analyst, HR Reward Analyst & HR Administration Coordinator (Reward) |
| Key contacts: | Pro-Vice-Chancellors; Heads of Schools; Directors of Professional Services; Librarian; HR Divisional Colleagues; staff and their representatives across the University; trade unions; students. The role holder will also perform a key role in providing leadership and direction to colleagues who are supporting projects, initiatives or interventions that are led by the role holder, including any external partners. |
| Role description: | To work in close collaboration with the Assistant Director HR: Reward & Retention in developing the University's reward strategies and practices. To this end to design, develop and enhance policies and service delivery on reward, retention and management information (MI). To ensure all reward policies, practices and associated development and interventions are informed by and founded upon relevant employment law and prevailing good practice, with particular regard to equality, diversity and organisational development. |

PRINCIPAL ACCOUNTABILITIES

1. Manage, promote and maintain high quality, Professional Services, engendering a culture of continuous improvement.
2. Manage the operational outputs of the team.
3. Ensure compliance with all relevant legislation and University policies, interpreting the same and advising on their practical application.
4. Work in partnership with other key stakeholders to ensure seamless service
5. Responsible for leading the provision of expert services in relation to Reward, Retention and Management Information. Responsible for the effective leadership and management of the Reward team.
6. Contribute to fostering an inclusive, high performance culture through development of excellent Reward policies and practices, working closely with management, local HR teams and trade unions. Ensuring that they continue to remain consistent with prevailing good practice and employment legislation, whilst positioning the University to compete effectively in a global employment market to attract, reward and retain highly talented staff across all the University's activities.
7. Oversee and develop the University's practices towards job evaluation and benchmarking, ensuring that there are robust processes in place to assure the University executive that all legal obligations are adhered to
8. Manage all reward, academic promotion, grading and job evaluation processes in conjunction with the relevant colleagues in the HR Division, ensuring that they are managed effectively and consistently across the University.

KEY RESPONSIBILITIES

1. **Team Management and Leadership**
 - 1.1 Provide management and leadership to motivate the team to achieve targets and objectives delegating according to ability
 - 1.2 Ensure the availability of resources to achieve targets and objectives including the selection, induction, performance management and development of all team members

- 1.3 Ensure team understanding and application of operational standards are embedded in the team culture and methods of working
- 1.4 Support the development of others, providing training and coaching in area of expertise
- 1.5 Foster an ethos of continuous improvement

2. Service Delivery

- 2.1 Working within university policy and procedure, undertake day-to-day management of operational matters in the process and/or procedure in the area of expertise. Plan and implement activities across the team to ensure the achievement of departmental targets and objectives.
- 2.2 Ensure effective systems and procedures are in place to support the achievement of key performance targets in area of responsibility.
- 2.3 Plan and implement improvements to systems and procedures in area of responsibility to ensure effective administration within area of responsibility.
- 2.4 Maintain appropriate records and documentation commensurate with policy and procedure.
- 2.5 Provide reports internally and externally as appropriate. To undertake analysis, interpretation and presentation of standard data to inform decisions related to subject area.
- 2.6 Identify critical issues when resolving problems and use university policy and procedure to support the application of appropriate resolutions.

3. Policy and Procedure

- 3.1 Work within policy and procedure, providing advice to enquiries on the application of policy/procedure as required.
- 3.2 Contribute to policy decisions and improvement in area of expertise.

4. Customers and Stakeholders

- 4.1 Proactively work with internal and external stakeholders, colleagues or students to ensure the effective service delivery, exchange information and provide data to inform decisions as necessary, showing appropriate sensitivity when needed.

5. Reward Practice & Governance

- 5.1 To act as the deputy Secretary to the University's Remuneration Committees, providing reports for their consideration as appropriate.

- 5.2 To provide specialist advice to the HR Executive on matters relating to pay and retention processes and policies, underpinned by robust evidence and business cases.
- 5.3 To manage the University's Market Supplement processes, advising managers on process and providing accurate benchmarking data and overseeing the administration of the Market Supplement Panel.
- 5.4 To coordinate and oversee the University's Staff Benefits schemes (Cycle to Work, Annual Leave Purchase Scheme, etc), and to manage the implementation of new schemes, including the provision of compelling businesses cases which support the University's strategies, and overseeing the administration of such.
- 5.5 Oversee the provision of Management Information to the University's executive to ensure that decisions taken at this level are informed by reliable data.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- Leading a team of 3 staff
- Responsible for the achievement of HR Divisional target(s) as they relate to the area of responsibility.
- The post holder reports to the Assistant Director HR: Reward & Retention working under general direction within a clear framework the post holder will manage their own work (and that of their direct reports) to achieve agreed objectives. The role holder will play a key role in supporting the Divisional leadership team to achieve the strategic and operational goals of the University, Professional Services & their Division. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the HR Division's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.
- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Educated to degree level or CIPD qualified or equivalent demonstrable experience.
2. A detailed practical knowledge and understanding of specialist area.
3. Effective management skills
4. Well developed oral and written communication skills with the ability to present policy and procedure in a way that can be understood the audience.
5. Planning, organisational and prioritisation skills, including project management with the ability to delegate to team members where appropriate.
6. Well developed interpersonal skills with the ability to effectively influence in area of expertise, effectively contribute to team working to build and develop working relationships.
7. Analytical skills with the ability to generate effective solutions and make effective decisions
8. Commitment to customer excellence
9. Advanced MS Excel skills, and competency in the use of other MS software packages.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Ability to draft committee papers.
2. An in-depth professional knowledge of reward and employment law, including equality and diversity legislation, and the ability draw on good practice from across all aspects of people management and OD.
3. Knowledge of the latest developments in the 'Reward' sector, and the desire to keep abreast of the latest developments in such.
4. Sound and broad knowledge of total rewards/compensation principles, practices and best and/or common practices in HE sector or cross-sectors.
5. Extensive experience of managing the Reward function, within a large HR department/organisation.
6. Experience of providing management information and overseeing the provision of such.

7. Experience of solving complex problems requiring highly business-oriented solutions, which balance legal considerations and business need, based on robust risk analysis

DESIRABLE CRITERIA

1. Knowledge of the Higher Education sector.
2. Demonstrable personal and professional commitment to the University's strategy, vision and values.
3. Comfortable with communicating with employees at all levels, and willing to challenge more senior colleagues in a thoughtful and constructive way.