UNIVERSITY OF SUSSEX

1 Advertisement

Ref: 1931

Post Title: Reward Manager
School/department: Human Resources
Hours: Full time
Contract: Permanent
Salary: Starting at £39,324 and rising to £46,924. It is normal to appoint at the first point of the salary scale.
Closing date: 19 April 2017
Expected Interview date: 26 April 2017

The Reward team is a new specialist unit within the Human Resources Division that is responsible for formulating, designing and implementing a total reward strategy aligned to the University’s Strategic Plan.

Reporting to the Director of Human Resources, the Reward Manager is a member of the HR Leadership Team which provides overall strategic and operational direction to the HR Division.

Working in close collaboration with the Director of Human Resources to develop the University’s reward strategies. Designing, developing and enhancing policies and service delivery on reward, management information (MI) and business systems. Ensuring all policies, associated development and interventions are informed by and founded upon relevant employment law and prevailing good practice, with particular regard to equality and diversity and organisation development.

You will provide effective leadership to the Reward Team to ensure the provision of an excellent business oriented service to clients and exemplary performance by the team. Developing productive working relationships with managers to support organisational change and embedding excellent people management practice in all areas of the University’s activities

You will have a successful HR track record, with a minimum of five years’ experience at a senior practitioner level involving significant reward and MI as well as organisation development. You will have a strong understanding of business systems and excellent data analysis skills, along with excellent influencing and management skills and a proven ability to successfully manage multiple projects.

For full details and how to apply see our vacancies page

The University of Sussex is committed to equality of opportunity

2. Senior leadership and management

The Vice-Chancellor (Professor Adam Tickell) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group which includes the three Pro-Vice-Chancellors, the Registrar and Secretary, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Registrar and Secretary heads the Professional Services of the University. In addition, under the University Statutes, the Registrar and Secretary is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Registrar and Secretary, and the Librarian reports to one of the Pro-Vice-Chancellors.

3. Professional Services
The Professional Services comprise approximately 750 staff across eleven main divisions. The budget is approximately £12m a year.

Reporting to the Registrar and Secretary, the Professional Services are organised as follows:

- Academic Registry
- Communications & External Affairs
- Development and Alumni Relations
- Health, Safety and Environment
- Human Resources
- Planning, Governance and Compliance
- Research and Enterprise
- Residential and Campus Services
- Student Recruitment and Marketing
- Student Services
- Finance

The University’s professional services also include the Finance Division, with the Director of Finance reporting to the Vice-Chancellor.

The professional services support within each of the eleven Schools of Studies is headed by a School Administrator who reports to their Head of School.

4. **Job Description**
Job Title: Reward Manager  
Grade: Grade 8  
Faculty/Department: Human Resources  
Location: Sussex House  
Responsible to: Director of Human Resources  
Responsible for: A Senior HR Assistant in the first instance  
Key Contacts: Pro Vice-Chancellor; 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.

Job Purpose

The Reward team is a new specialist unit within the Human Resources Division that is responsible for formulating, designing and implementing a total reward strategy aligned to the University’s Strategic Plan.

Reporting to the Director of Human Resources, the Reward Manager is a member of the HR Leadership Team which provides overall strategic and operational direction to the HR Division.

To work in close collaboration with the Director of Human Resources in developing the University’s reward strategies. To this end to design, develop and enhance policies and service delivery on reward, management information (MI) and business systems. To ensure all policies, associated development and interventions are informed by and founded upon relevant employment law and prevailing good practice, with particular regard to equality and diversity and organisation development.

To provide effective leadership to the Reward Team, ensuring the provision of an excellent business oriented service to clients and exemplary performance by the team. To develop productive working relationships with managers to support organisational change and embed excellent people management practice in all areas of the University’s activities.

Principal Accountabilities

1. Responsible for leading the provision of expert services in relation to Reward, Management Information and Systems. Responsible for the effective leadership and management of the Reward team.

2. You will contribute to fostering an inclusive, high performance culture through development of excellent Reward policies and practices and effective management systems and MI, working closely with management, local HR teams and trade unions.

3. Responsible for the University’s employment policies on Reward, 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.

4. Initiate and manage projects, and provide expert advice to HR colleagues and managers up to executive level.

5. Consult and negotiate with the University’s recognised trade unions on reward and related policies.

6. Design, develop and deliver related communication and staff and management development to support the effective implementation of new and revised policies to embed good people management practice in all areas of the University’s activities.

7. Manage all reward, 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.

8. Provide an expert professional service to the Remuneration Committee: producing proposals, reports and MI.

9. Work in close collaboration with Divisional HR colleagues, Information Services (IS), local managers, the Pro Vice-Chancellor for Planning and Resources and Planning, Governance and Compliance to develop and maintain effective business systems and Management Information (MI) for the University to meet internal strategic and operational requirements and external and statutory requirements.

10. Develop high level HR Performance Indicators to enhance institutional reporting capacity. Complete survey returns and conduct equal pay audits, reporting findings to formal Committees of the University, with particular regard to institutional performance. Lead on benchmarking exercises and related analyses, including balancing cost control with the need to attract and retain staff.

11. Oversee management of Freedom of Information requests to UHRS. Work with the Vice-Chancellor’s Office and Communications and External Relations on preparing or responding to communications for the press and other media – exercising due political sensitivity and awareness.

12. Lead the HR IS development programme, identifying system development needs – both within HR and in connection with related systems. Oversee, manage and contribute to system development projects and contribute to corporate business system development planning.

13. Support and inform talent management, including workforce planning across the University using HR MI tailored to the needs of different business areas. Facilitate business units to access data.

14. The Reward Manager will maintain sound knowledge of areas outside of their immediate responsibility, e.g. pensions and national pay bargaining, to ensure relevance of, and contextual understanding for, the work of the Reward team.

**Project Management**

1. Apply project management methodologies to all projects, whether small, medium or large, short or long term. Provide clear direction, setting SMART milestones and objectives to meet goals set in University or HR plans, and/or as agreed with Schools and Professional Services, analysing risks, coordinating staff effort and driving to meet deadlines set by those plans or by Committees.

2. Exemplary planning and organising skills are required, the ability to respond to complex issues rapidly as well as responding to issues raised in projects and day to day processes over days and weeks.

3. Ability to manage the successful delivery of multiple, complex projects is crucial, requiring the need deliver successful results under significant pressure.

4. The ability to be highly effective at self-management and gain full co-operation from other senior staff who are not managed by the role holder is a key feature of this role.
5. Coordinating and collaborating with colleagues both within the HR community and with relevant managers and union colleagues to deliver the project is a core skill for this role.

Problem Solving

1. Complex problems requiring highly business-oriented solutions, which balance legal considerations and business need and based on robust risk analysis, require to be solved in careful consultation with key stakeholders (especially senior colleagues in Schools and Professional Services).

2. The emphasis will be on providing swift, flexible solutions that create a more agile organisation and represent contemporary good practice.

3. Problem solving will be informed by high level analytical skills and a strong understanding of IT systems and an in-depth professional knowledge of reward and employment law, including equality and diversity legislation, and will draw on good practice from across all aspects of people management and OD.

Decision Making

1. The role holder will provide clear direction on all aspects of the projects that s/he is managing, exhibiting a high degree of proactivity in their management of projects and initiatives.

2. The role holder is expected to be able to be decisive, acting with a high degree of autonomy and implement decisions on their own or through effective collaboration with other colleagues.

3. The ability to consider the differing and conflicting demands of different parts of the business will require exemplary skills of joint problem solving with senior members of the HR community and other senior managers.

5. Person Specification

Knowledge, Experience, Personal Skills and Aptitudes

The following qualifications, knowledge, experience, personal skills and attributes are required.

You will have a successful HR track record, with proven successful experience at a senior practitioner level involving significant reward and MI as well as organisation development. You will have a strong understanding of business systems and excellent data analysis skills, along with excellent influencing and management skills and a proven ability to successfully manage multiple projects.
Qualifications and knowledge:

(i) Professionally qualified in Human Resource Management to degree level or with comparable relevant experience.
(ii) Thorough, in depth knowledge of employment law, including equality and diversity legislation as it relates to reward and management information/systems.
(iii) Thorough detailed knowledge and experience of practical application of Reward policy and management and of HR information systems and a broad knowledge of other aspects of HR theory including: HR Strategy, Change Management, Leadership, Organisation Development and Learning and Development.

Experience:

(iv) Substantial and successful track record in HR, with proven successful experience at a senior practitioner level including significant experience of reward policy and management and the use of management information, and ideally also involving organisation development and/or staff development/training.
(v) Excellent track record of project management and proven organisational skills with ability to successfully manage multiple projects simultaneously under pressure.
(vi) Demonstrable experience of managing and motivating a team.
(vii) Successful experience of acting as an internal consultant and building first class relations with clients and stakeholders.
(viii) Experience of translating business needs into learning solutions and ability to design, deliver and implement development programmes and interventions in complex business environments.
(ix) Experience of union consultation/negotiation or conducting complex negotiations on behalf of the organisation, ideally including partnership working.
(x) Experience of working in a large, complex organisation. Experience of working in Higher Education would be advantageous.
(xi) Experience of managing the development, implementation and/or maintenance of business/HR systems would be advantageous.

Personal Skills and Aptitudes:

(xii) Exhibit skills of self-management, self-motivation, acting on your own initiative and drive evidenced by a track record of success in delivering projects from inception to completion in time, on budget and to meet organisational needs.
(xiii) Excellent data analysis, financial and numerical skills, including the use of associated software (e.g. Excel or Business Objects)
(xiv) Strong understanding of, and experience of using, business systems.
(xv) Excellent influencing and interpersonal skills, where the role holder has a high level of personal credibility and success in using his/her professional authority to lead and implement change.
(xvi) Ability to identify and deliver business-oriented solutions with a customer-driven, pragmatic, action-oriented style. Capacity to contribute to strategic business management issues.
(xvii) Tact and ability to deal with difficult and sensitive situations, high level of emotional intelligence and political awareness. Demonstrable ability to coach staff in own team and managers at all levels in dealing with complex, sensitive people management issues.
(xviii) Excellent facilitation and presentation skills with staff at all levels including senior management, including the ability to explain complex information effectively.
(xix) Excellent writing skills.