**JOB DESCRIPTION**

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| **Job title** | Reward Analyst | |
| **Sector/Function** | Central Services | |
| **Department** | People Team | |
| **Reports to** | People Systems Manager | |
| **Grade** | 4 | |
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| **Job purpose** | This role works alongside the People team to understand the Total Reward Package at Turning Point and support in building the Reward Strategy for the future which will allow us to attract and retain great people.  The role will be responsible for completing a comprehensive analysis of where we are in the market place across all compensation and benefits packages for our contracts and suggests areas for alignment/improvement which will drive the overall strategy. | |
| **Key accountabilities** | 1. Reward Strategy:  * Play a key role in developing the 1-3 years Reward Strategy at Turning Point advising the organisation on where improvements can be made and how we get the best value for money and attract and retain great people * Review of all compensation and benefits packages including pay scales across Turning Point for all grades across both clinical and non-clinical roles being clear with the business about the current offering and have a plan in place to drive consistency/harmonisation * Be clear on current industry norms for Compensation & benefits across the sector and advise on where TP sits in relation to these – and how we compete with those within our sector giving guidance, structural analysis, data modelling and cost analysis * Understand and advise on implications of National Minimum Wage increases and what that means for the organisation in terms of the future / impacts on budgetary requirements * Work with the engagement team to devise a plan on how we best recognise our employees across TP  1. Systems:  * Analysis of Terms and Conditions within systems to understand the different elements employees are entitled to as part of their compensation and benefits package across all contracts * Develop the principles by which the organisation can ensure that all of its employees have the correct packages assigned to their employee record * Be clear on different Terms and conditions from various TUPE’s into the organisation – aligning / simplifying where we can and reviewing / updating the principles around TUPE Transfers from a benefits / compensation perspective * Reviewing of terms and conditions to identify which ones are more attractive / expensive to the organisation creating a reporting mechanism for this * Deliver total reward statements for employees across all of TP * Build internal relationships across stakeholder groups to understand their requirements and ensure these are met and maintained through the development of a HR Reward Matrix * Support in the processing of year end salary review data in the HR systems  1. Job Evaluation:  * Review Job Evaluation process and implement changes to make this more effective and streamlined across TP – being clear on how jobs are sized and priced * Evaluates promotions and compensation proposals for employees / new roles to ensure compensation proposals are in accordance with the organisational guidance, the market, and internal equity  1. EVP:  * Support with the development and launch of the organisational EVP * Leverage current offering to support in the attraction of great talent  1. Reporting:  * Build a reporting matrix for use by HR to understand and be clear on requests and what data they hold * Creation of reward compliance reports and presentation to the business / taking action on any concerns / next steps * Delivering business ad-hoc regulatory requirements for internal and external reporting  1. Other:  * Responsible for the management of external relationships with suppliers take the lead on projects from a reward perspective across the organisation * Work with the Business Partnering team on all new business to understand the implications on different Terms and Conditions that are joining TP being clear on our reward principles | |
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| **Dimensions** | Direct reports | People Systems Manager |
| Total staff overseen | None |
| Internal contacts | * Senior Managers * Heads of Functions * Finance * Team Management * Project Team * HR Team |
|  | Experience Required | * Has used SAP Business Objects or equivalent analytics software * 3-5 years of experience in a reward role within a similar sector * Key relationship builder with external agencies / partners for benchmarking purposes * Commerciality |
|  | Desirable | * Previous experience of working within LA/NHS contracts would be desirable |
| **Skills Required** |  | * Highly analytical. * Results orientated * Attention to detail * Demonstrate authenticity, initiative and confidentiality on all matters. * Strong numerical skills and highly developed analytical skills, * The ability to identify and interpret trends and issues, are essential. * Extensive experience of all Microsoft packages * Ability to work flexibly |