



Reward Analyst

Department:	People Team; Enterprise Services
Report to:	Reward Manager
Job Family:	TBC
Career Family / Job Capsule:	TBC
Key dimensions:	n/a
Purpose of the role: This role will support the implementation of a new job family framework for OneFamily working closely with the Reward Manager to provide specialist and analytical insight in reward. This exciting post requires you to have excellent communication and analytical skills supporting the management of pay data and reporting	
Key accountabilities: <ul style="list-style-type: none">• To support the Reward Manager in the roll out of the new Job Families approach at OneFamily• To support the validation and correction of key data in the annual pay review, gender pay reporting and job family processes.• Create and manage audit trail of changes to roles/job descriptions including the evaluation of new posts to ensure maintenance and management of role mapping data.• Evaluate roles against Willis Towers Watson pay data• Develop and manage procedures to support the job family framework• Support in the development of reward policy and procedures to ensure that the best service delivery is provided by HR to the business.• Review, maintenance and improvement of HR processes, procedures and system needs.• Responsibility for ensuring accuracy of all data and it is in a structured format.• Ensure the required processes & procedures meet company policy and/or legal requirements.• Support / backup for payroll• Supporting the wider HR team in processing of other Reward related activities to meet• Responsible for providing workforce analysis, insights and commentary to key internal stakeholders that support business decisions relating to the reward strategy.	Skills / Experience / Knowledge: <ul style="list-style-type: none">• Proven Reward experience• Experience of working a job families career framework• Experience of working with IT systems and Data Management• Enhanced knowledge and skills in Microsoft Excel• Excellent numeric skills• Ability to work under pressure to tight deadlines• Ability to prioritise workloads to achieve deadlines• Effective presentation skills• Exceptional interpersonal skills with the ability to relate to a broad spectrum of individuals



Values	<p>Define who we are as OneFamily. They come from the beliefs we hold, the way we behave and how we want to work together for our customers. For OneFamily this means:</p> <ul style="list-style-type: none">• Better together• Being your best• Being innovative• Champion the customer's needs• Doing what's right <p>Our values are unique to our brand. They give us purpose and focus. They are vital in helping us all 'do the right thing'. If we are confident that we are true to our values, then we can be sure that we are doing the best for our customers.</p>
Adaptability	<p>This job description is intended to provide a broad outline of the main responsibilities only. The post holder is required to be flexible in developing their role in agreement with their Line Manager. In addition, they may be required to carry out any other duties deemed appropriate within the role and expertise.</p>
Performance Management	<p>All employees have a responsibility to participate in regular one to ones with their manager and to identify performance standards of the post. As part of the performance management process every employee is responsible for participating in identifying their own training and development needs to meet the requirements of their role.</p>
Health and Safety	<p>Employees must be aware of the responsibilities placed on them under Health and Safety at Work Act 1974, and take reasonable care for the health and safety of themselves and of other people who may be affected by their acts or omissions at work.</p>
Equality and Diversity	<p>The Society is committed to building an environment where the diversity of its employees is valued, respected and seen as an asset to enabling delivery of the best possible service to our customers and colleagues. It is unlawful to discriminate directly or indirectly in recruitment or employment because of any of the nine 'protected characteristics' contained in the Equality Act 2010. These are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Failure to comply with organisational policies on equality and diversity may result in disciplinary action.</p>
Confidentiality	<p>The unauthorised use or disclosure of customer or other personal information is regarded as gross misconduct and will be subject to disciplinary procedures, and could result in a prosecution for an offence or action for civil damages under the General Data Protection Regulations. (GDPR)</p>



Regulatory

- To comply, at all times, with all regulatory, statutory and legislative requirements so far as they relate to the role
- To abide by the Rules of the Society at all times
- To understand and comply with all Group Governance Policies, as appropriate to the role

Individual Conduct Rules

Rule 1	You must act with integrity
Rule 2	You must act with due skill, care and diligence.
Rule 3	You must be open and cooperative with the FCA, the PRA and other regulators.
Rule 4	You must pay due regard to the interests of customers and treat them fairly.
Rule 5	You must observe proper standards of market conduct.

Declaration

I hereby confirm that I have read and understood the content of this Job Description and Person Profile and I accept the content as an accurate description of the role which I am required to perform.

Job holders full name:

Job holders signature:

Date:

Version Control:

Amendment Summary	Date	Reviewer
New Job Descriptions created 19/07/2018	19/07/2018	