

ROLE PROFILE

Job Title	Reward Administrator
Business Unit / Group Function	Central Services
BU Team / Sub-Function	Human Resources
Location	SBP
Leader	HR Business Partner, Reward
People Leadership	No
Job Level	5
Role Purpose Provide administrative support to the Reward team, the Global HR team and the wider business in respect of Reward related activities.	
Accountabilities <ul style="list-style-type: none"> • Provide comprehensive HR administration support for Reward related activities • Maintain and administer the HR systems • Support the global HR team with queries and any changes/updates required to the HR systems • Responding to basic people related data requests from the wider HR team • Maintain accurate and timely Reward related reports • Providing administrative support in relation to the Performance Management System • Supporting the delivery of benefit communications (e.g. flexible holidays, cycle to work) • Provide administrative support on strategic Reward initiatives, both annual (e.g. pay review and bonus) and on an ad hoc basis • Administration support in relation to Employee Led Giving and D&I initiatives, as required 	
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Competencies

<p>Working with People</p> <ul style="list-style-type: none"> • Demonstrates an interest in and understanding of others • Adapts to the team and builds team spirit • Recognises and rewards the contribution of others • Listens, consults others and communicates proactively • Supports and cares for others • Develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses 	<p>Planning and Organising</p> <ul style="list-style-type: none"> • Sets clearly defined objectives • Plans activities and projects well in advance and takes account of possible changing circumstances • Identifies and organises resources needed to accomplish tasks • Manages time effectively • Monitors performance against deadlines and milestones 	<p>Applying Expertise and Technology</p> <ul style="list-style-type: none"> • Applies specialist and detailed technical expertise • Develops job knowledge and expertise through continual professional development • Shares expertise and knowledge with others • Uses technology to achieve work objectives • Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity • Demonstrates an understanding of different organisational departments and functions
<p>Delivering Results & Meeting Customer Expectations</p> <ul style="list-style-type: none"> • Focuses on customer needs and satisfaction • Sets high standards for quality and quantity • Monitors and maintains quality and productivity • Works in a systematic, methodical and orderly way • Consistently achieves project goals 	<p>Analysing</p> <ul style="list-style-type: none"> • Analyses numerical data, verbal data and all other sources of information • Breaks information into component parts, patterns and relationships • Probes for further information or greater understanding of a problem • Makes rational judgements from the available information and analysis • Produces workable solutions to a range of problems • Demonstrates an understanding of how one issue may be a part of a much larger system 	<p>Following Instructions and Procedures</p> <ul style="list-style-type: none"> • Appropriately follows instructions from others without unnecessarily challenging authority • Follows procedures and policies • Keeps to schedules; arrives punctually for work and meetings • Demonstrates commitment to the organisation • Complies with legal obligations and safety requirements of the role

Skills and Experience

<p>Strong technical competence in IT and HR Systems</p>
<p>Advanced Excel skills essential</p>

Experience of working in an HR environment
Experience of supporting reward systems and processes within a fast-paced business environment