

ROLE PROFILE - INTERNAL

Role Title	Reward Administrator
Business Unit / Group Function	Central Services
BU Team / Sub-Function	HR
Location	SBP
Team Leader Role	Head of Reward
Team Composition	-
Role Layer	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 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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Creation Date:	01/09/2021
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Date of last revision:	01/12/2021

Competencies

N/A	N/A	N/A
N/A	N/A	N/A

Skills and Experience

N/A