

## Job description

<b>Job title:</b>	Reward and Benefits Manager
<b>Team:</b>	People and OD
<b>Location:</b>	Hybrid working – Between office location and home
<b>Hours of work:</b>	37.5 hours
<b>Contract:</b>	Permanent, full time
<b>Benefits include:</b>	33 days (plus eight bank holidays) 8% employer pension contribution (Aviva) or access to continue NHS Pension Enhanced maternity, paternity, adoption, and shared parental pay Free health cashback plan Free employee assistance programme Learning and development commitment to staff Health and wellbeing commitment to staff
<b>Reporting to:</b>	Senior People Operations Manager

## Background

Today, dementia is the leading cause of death in the UK. By 2025, more than one million people in the UK will be living with this often-devastating condition. Millions of us will know someone living with dementia. Many will be directly affected by it – as the incredibly difficult role of carer often falls to friends and family members.

Dementia UK is a values driven charity, providing specialist dementia support and advice for families through our Admiral Nurse service. Our nurses help people living with dementia stay independent for longer and support the people caring for them so that they will have the strength to cope with the bad days, and the energy to enjoy the good days.

We value our people so it's important for us to create a working environment that looks after our workforce, enabling everyone to achieve their full potential. You will become part of a diverse and dedicated team, working in an environment where you can collaborate, be respected and thrive.

## Purpose of job

The Reward and Benefits Manager will be subject matter expert in all aspects of employee reward for the charity, ensuring we have the right pay practices and benefits in place to support a strong employee value proposition and that they are administered effectively. Working closely with the wider People team, the role holder will lead on the management of all key reward processes including job evaluation, pensions administration, payroll processing, benefits administration and pay reviews. In response to feedback from employees, they will continuously develop our reward

offering and supporting policies and processes to help create a market-leading experience for our teams.

## **Key accountabilities and responsibilities**

### **Pay and Benefits**

- Lead on the end-to-end payroll process, ensuring accurate, timely and compliant processing each month, liaising closely with colleagues in the People and Finance teams
- Be responsible for monthly payroll checks and sign off to time critical deadlines
- Be first point of escalation for more complex payroll and reward related queries
- Work with the Senior People Operations Manager to agree annual pay date schedules and block out time critical dates in calendars
- Support internal or external audits, as and when they are required, following up on resulting actions
- Manage all employee benefits for the charity, including liaison with suppliers, negotiating favourable terms, and proposing updates and improvements to our offering
- Provide training and support to the wider People team, building their knowledge and understanding of all aspects of reward
- Lead on the development of policy in relation to pay and reward, including the existing Remuneration Policy
- Ensure the People Team Procedures Handbook are kept up to date with current reward practices

### **Pay Review and Salary Banding**

- Lead on the planning of the annual pay review, undertaking market research, collating relevant data and recommending an organisational approach
- Manage the implementation of the pay review, recommending processes, drafting communications and guiding the wider People team as required
- Undertake reviews of the salary banding system, recommending updates to pay bands and implementing change

### **Pensions**

- As subject matter expert for pensions, ensure compliance with relevant regulations across both the Dementia UK Aviva (including auto-enrolment) and NHS pension schemes
- Act as a designated point of contact with our pension advisers for additional support, to ensure best practice, and to ensure pension paperwork and information remains current.
- Work with MHR Pensions Administration Service to ensure that NHS Pension year end data is reviewed and submitted to designated timelines
- Review monthly NHS pension newsletters and take timely action in respect of any changes advised, for example updates to contribution rates
- Respond to team and wider staff queries in relation to pensions, signposting other agencies as required
- Working with the wider People team, ensure effective training and communications are in place for staff in relation to pensions
- Act as the main point of contact between the charity and our pension and payroll providers, building strong, productive relationships

## **Job Evaluation**

- As expert in our job evaluation process, you will undertake evaluations and provide advice on role design to ensure a consistent approach is taken
- Lead periodic reviews of the job evaluation framework and how it interacts with other key processes, for example promotions

## **Improvement and innovation**

- Working with the wider People team and other stakeholders, take a proactive approach to developing the charity's strategy for reward and its place in the employee value proposition
- Collaborate with the wider People team to continually seek to develop and improve our reward processes, in support of wider organisational strategy
- Keep up to date with external trends and best practice, building your own network and looking for innovative practices that could benefit the charity
- When required, lead on the management of projects related to reward process improvements
- Lead on policy changes as they relate to reward

## **Data Entry**

- Ensure accurate data entry of electronic employee records
- Ensure data is processed, stored and cleansed securely in line with internally agreed procedures
- Maintaining accurate data records with awareness of Chartered Institute of Personnel & Development (CIPD) best practice guidance on data handling
- Liaison with key internal teams as required

## **Supplier Management**

- Build effective working relationships with our suppliers, for example HRM system, pensions and reward suppliers
- Negotiate favourable supplier terms and conditions, ensuring best value for money and referring to the Senior People Operations Manager for advice and final approval when required
- Coordinate the registration of new suppliers and management of invoices

## **Reporting**

- Dealing with cyclical and ad hoc data reporting and requests for information

## **General**

- a) Actively promote the core values of Dementia UK whilst working towards achieving the strategic objectives of the charity.
- b) Have a strong working knowledge of Dementia UK's vision, mission and impact.
- c) To undertake all duties in line with the Dementia UK's policies, procedures and regulations ensuring that the work undertaken actively promotes equality, diversity and non-discrimination.
- d) Undertake any other duties related to the job purpose and which may necessary, as required.

This job description is not exhaustive and is subject to change in accordance with business need.

## Person specification

Essential			
Qualifications, knowledge, skills, and experience			
Criteria	Application	Test	Interview
Ability to live Dementia UK's values	X		X
Experience of managing payroll and pensions administration	X		
In-depth understanding of best practice in staff Reward and Benefits offering	X	X	X
In-depth knowledge of pensions regulations, including the requirements of auto-enrolment	X	X	
Experience of working within an HR department in the UK	X		
An understanding of UK employment legislation as it relates to employment, reward, pensions and payroll, including GDPR	X		X
Ability to deal with conflicting priorities and evolving briefs in a calm and structured way		X	
Writing policies and procedures	X		
Highly IT Literate with intermediate level Microsoft Office 365 applications including Outlook, Excel, Word, PowerPoint, Share Point, Teams, OneDrive	X	X	

Desirable		
Qualifications, knowledge, skills, and experience		
Criteria	Application	Interview
Level 5 CIPD membership by qualification or through experience-based assessment	X	
Knowledge of the NHS pension scheme	X	X
Charity Sector experience	X	X

Personal attributes		
Criteria	Application	Interview
Excellent communication and interpersonal skills	X	X
Excellent attention to detail and an ability to work accurately at pace when managing large volume administrative tasks	X	
Ability to maintain confidentiality within CIPD confidentiality code of conduct	X	
High level of credibility and can demonstrate excellent administration skills	X	X
A flexible, pro-active, and collaborative approach to team working		X
Self-motivated, self-starter, able to work autonomously with minimum supervision	X	
Proactive with the ability to manage activities, on an on-going basis	X	X

### Our values

Compassion  
 Collaboration  
 Integrity  
 Ambition