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| **ROLE Title:** | HR Reward Administrator and Analyst | | **DAte:** | | **June 24** | |
| **GRADE:** | C | | **Business Unit:** | | Human Resources | |
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| **Role** | | **Key Responsibilities:** | | **Skills / Knowledge / Experience:** | | **Competencies / Values** |
| **Role Purpose** :  This role will be working closely with the HR team and wider business, focusing on Reward and Benefit administration processes and data analysis supporting the Reward Manager.  Responsible for working with a variety of business units across HR helping produce management information to identify Reward and Benefits trends that inform areas of focus for continuous improvement of our colleague total reward offering.  **Role Dimension:**  To support the Reward Manager with day-to-day Reward and Benefits administration, data management, statistical analysis and business information support.  **Reports to:**  Reward Manager  **Relationships**  All HR Team – HR Business Partners, HR Operations Team, Resourcing, communications and Learning and Development Team  Wider Business Stakeholders  External Providers  Benefit Broker/s | | * Provide administrative support for day-to-day Reward and Benefits processes. * Acting as first point of contact for all Reward & Benefit related queries, working with the wider HR Team and third-party providers to investigate through to resolution, providing assistance and advice to employees as appropriate, escalating queries to the Reward Manager where necessary. * Manage the Reward & Benefit mailbox, proactively responding to all related queries or escalating to the Reward Manager or wider HR Team as appropriate. * Support, share knowledge and empower colleagues to make the most of our HR Regards and Benefits systems and be self-sufficient. * Manage the Reward & Benefit Team’s purchase order requirements, including reviewing, reconciliation and processing of all monthly/annual invoices, providing supporting data for the Finance Team as appropriate, and ensuring aligned to the team budget. * Implementing proactive checks to maintain and improve data integrity and processes. * Collation and provision of scheduled and ad-hoc reports. * Assisting with the annual flexible benefits renewal process. * Collating and analysing complex data sets to identify trends and provide business insight. * Maintain the highest standard of confidentiality and security in terms of employee data and business information. Treat all HR data in line with GDPR and maintain an ongoing awareness of GDPR legislation. * Contribute to the wider HR team, supporting ad hoc projects, exchanging knowledge and supporting standards of good practice. * Building relationships with external providers and colleagues at all levels both within the HR Team and across the wider business. | | * Ability to work Independently and as part of a team. * A good problem solver with excellent communication skills and a keen eye for detail. * Fully literate in MS Oﬃce with advanced Excel and have a keen aptitude for new systems. * Understanding of HR Metrics * Self-driven, a passionate learner with the ability to interpret complex data and communicate/present findings in a clear and eﬀective style. * Consistently demonstrate RAC core values and expected behaviours. * Adaptable to change. * Experience of working in a fast-paced environment, with a clear ability to manage and prioritise a complex and changing workload. * Experience of working within Reward & Benefits and/or a Data Analyst role with an excellent understanding of and the ability to interpret a variety of HRIS data. | | Interpersonal & Influencing skills - 3  Customer Focus – 3  Building Relationships – 3  Team Working – 2  Achievement Drive – 2  Continuous Improvement – 3  Judgement & Decision - 2  Commercial Awareness - 2  All RAC colleagues need to exhibit behaviours consistent with RAC core values:  **Own It**  Takes ownership of issues and progresses them through to resolution.  **Raise the Bar**  Aims high and is passionate about continuous improvement.  **Exceptional Service**  Continuously strives to deliver exceptional customer service.  **Handle it together**  Understands the importance of working as one team and the part their role plays in ensuring we deliver results. |