

Role Profile

Role Title	Reward Officer
Position Code	
Directorate	People
Reports to (Position)	Head of Reward and Systems
Role type	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Secondment <input type="checkbox"/> Contract
Contract Type (if applicable)	7 months
Line Manager responsibilities	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Grade	
Role type	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time FTE:
Location	2 Thomas More Square, London with reasonable travel
Context of the role	<p>The People Directorate is responsible for the management of permanent and non-permanent people resources, overseeing talent pipeline, performance management and development, people operations, compensation and culture.</p> <p>The People Directorate facilitates a collaborative and innovative culture with Pay.UK to support its objective to become an aspirational place to work. It delivers a proactive, business centric HR Service rooted in analytics and in line with best practice.</p>
Role Dimensions	Workforce: 300 Permanent / 150 Contractors
Summary of role	<p>The Reward Officer is a member of the Reward and Systems function. They are responsible for providing administrative support on pay, benefits and payroll.</p> <p>The Reward Officer will offer support to the People Team by ensuring that pay and benefits data in the Human Resource Information System ('HRIS'), Cezanne is accurate and updated in a timely manner. This role will be a member of the job evaluation panel, and undertake Payroll Notification Form checking, comparing against data in the HRIS to ensure consistency. This role may be required to implement new HRIS processes.</p>

Key Accountabilities	<ul style="list-style-type: none"> • First point of contact for all systems queries, including self-service, benefits platform and Cezanne. • Job Evaluations: schedules and participates in job evaluation panels as required, ensuring that the panel assessment document and database are completed accurately and in a timely manner. • Ensures the relevant Standard Operating Procedure (SOP) is followed for relevant reward and benefits processes. Highlights required updates to SOPs, to ensure these reflect current ways of working to achieve a defined standard outcome. • Reviews Payroll Notification Forms for all non-expenses and non-Benefits payroll items, ensuring the data is consistent with Cezanne. • Prepares the weekly HRIS file to benefits brokers, ensuring joiners, leavers and employment and personal detail changes are captured. • Maintains the HRIS to maintain data integrity and to ensure compensation, working time and absence records are accurate for colleagues on payroll. Updates HRIS to reflect vetting status changes. • Payroll administration: ensures the timely retrieval of draft payroll versions, saving in appropriately-named folders. Schedules the sign-off of payroll notification forms. Completes the monthly payroll checklist. • Key Performance Indicators administration: ensures the timely retrieval of regular scheduled exports, saving in appropriately-named folders. • Benefits administration: exports and prepares regular benefits eligibility lists, and shares with providers as required. • Invoice administration: reviews invoices and ensures that the HRIS is updated to reflect benefit enrolments, membership details and cost. Obtains PO numbers and shares membership listing or benefits usage data with Finance as required for allocation to relevant cost centres. • Assists in promoting People initiatives. • To undertake other ‘ad hoc’ support as needed across the People team. • Other obligations: <ul style="list-style-type: none"> • Ensure compliance with all Pay.UK policies and procedures and completes required compliance training in a timely manner. • Comply with Pay.UK’s Data Protection Policy and all associated procedures and processes and communicate any data protection risks to the Data Protection team without delay. • Promote diversity and inclusion across Pay.UK to build a workforce that reflects the users we serve and provides equal opportunity for all colleagues.
Behaviours	<ul style="list-style-type: none"> • Aligned with Pay.UK Values
Internal & External Interactions	<ul style="list-style-type: none"> • Director of Human Resources

	<ul style="list-style-type: none"> • Head of Reward and Systems / Reward Manager • Head of People Operations / Senior/ People Partners / People Officers • People and Finance Directorates • External suppliers and platform providers
Qualifications and Experience	<ul style="list-style-type: none"> • Educated to 'A level' or similarly qualified - essential. • Qualification or experience in information systems – preferred. • Intermediate or Advanced Microsoft Office, particularly Excel and Word - essential. • CIPD, desirable • Previous administration and/or systems experience - essential. • Experienced in handling highly sensitive information • Demonstrable experience of working at pace, in a busy customer focused team, to challenging deadlines.
Competencies	<ul style="list-style-type: none"> • Proficiency in HRIS / HRM software – essential. • Excellent planning and organisational skills; ability to multi-task and work to challenging deadlines. • Excellent communication and interpersonal skills and attention to detail. • Working collegiately within a team of peers, as a team member and supporting colleagues across other disciplines. • Demonstrable problem solving and decision-making skills. • A 'can do' mindset, using initiative and creative thinking to come up with workable solutions. • Drive and determination to overcome obstacles to get things done. • At least an intermediate proficiency level in Microsoft packages – particularly Excel and Word and ability to work with HR systems. • Able to work flexibly in relation to changing business and team needs.

Version Control

Document Owner	People Directorate			
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