

## Job Description

<b>Job Title:</b>	Reward Partner
<b>Directorate/Team:</b>	People & Culture
<b>Location:</b>	16 Summer Lane
<b>Responsible to:</b>	Senior Reward Partner
<b>Responsible for:</b>	0
<b>Key working relationships:</b> (internal)	Reward Team, HR Team, Resourcing Team, HR Business Partners, wider People and Culture Team, Senior Leaders, managers
<b>Key working relationships:</b> (external)	Peers of other similar organisations, account manager of job evaluation service provider

## Purpose of the Post

Support the development and delivery of a total reward and recognition strategy that is aligned to WMCA's strategic objectives, the People & Culture strategy and annual business plans.

As a subject matter expert, ensuring the provision of an advisory and analytical service covering all aspects of Reward and contributing to the effective delivery of reward policies across the Authority.

Delivering a professional job evaluation service for the Authority, built on close collaboration with key stakeholders and strong partnerships with related colleagues, to establish a trusted and respected framework across the organisation.

## Accountabilities

Partnering with the business and key stakeholders to provide technical expertise and advice on reward strategy in line with best practice, providing professional support for reward related matters.

Manage the day-to-day job evaluation process, including the organisation of and attendance in job evaluation panels. Provide comprehensive evaluation rationales for all roles to be agreed at the job evaluation panel, to include evidence of internal and external benchmarking

Support in the development and implementation of job families, offering guidance on job design and ensuring robust job evaluation processes.

Supporting in the management of benefits and assisting in the promotion of WMCA's total reward offering

## Responsibilities

### Strategic

- Contribute to the delivery of an effective and respected Reward Service that enables the achievement of the WMCA strategic objectives and annual business plans, and growth agenda.
- Support the development and delivery of a total reward and recognition strategy that is aligned to WMCA's strategic objectives, the People & Culture strategy and annual business plans
- Ensure reward governance is in place with regard to grading discipline, title conventions and make recommendations to ensure job family approach is appropriate.
- Support on the development and delivery of job families and the implementation of the organisational alignment, ensuring cross functional awareness.

- Working collaboratively with the wider People and Culture team on workforce planning for specified business teams to ensure job evaluation and job design are considered, as part of a proactive business partnering approach.
- Work flexibly and with integrity to meet the needs of the WMCA and the Reward function.

## People

- Using subject matter expertise to provide advice and guidance to senior management leadership teams, managers and employees on all Reward matters ensuring they are managed proactively and in line with legislation and organisational policies and procedures.
- Working closely with key stakeholders across the organisation to understand business needs and key challenges, communicating effectively to colleagues to inform and influence decision making on reward matters, ensuring that informed and defensible decisions are taken within the constraints of agreed reward principles and policies.
- Building and maintaining effective business partner relationships with Senior Leaders as well as key stakeholders.
- Collaborate closely with the People and Culture team and wider business to provide guidance on reward frameworks and deliver comprehensive support on reward-related initiatives, ensuring delivery of best working practices.
- Advising on best practice job description writing and review and challenging context rationale for re-grading
- Maintaining strong relationships with reward-related leads in other authorities and key stakeholders and partners, to support the sharing of best practice, learning and development, ensuring that WMCA is well represented.

## Operational

- Manage the day-to-day job evaluation process.
- Ongoing review of job evaluation processes and improvement of processes, including the development and implementation of robust job evaluation systems.
- Perform regular job evaluations and benchmarking to maintain market-aligned pay grading and pay structures, utilising relevant tools and techniques alongside complex market data.
- Provision of the comprehensive evaluation rationales for all roles to be agreed at the job evaluation panel, to include evidence of internal and external benchmarking.
- Analysing and accurately interpreting information from various sources to support decisions, drawing insights from qualitative and quantitative data to ensure robust, evidence-based recommendations.
- Adherence to the Authority's approach to equal pay, ensuring any reward related activities take account of equality issues and potential risks of pay inequality across the organisation, adhering to compliance with relevant legislation and best practice
- Attend the job evaluation panel and in the absence of the Senior Reward Partner, chair the job evaluation panel, including ensuring the Panel adhere to the terms of reference at all times.
- Alongside the Senior Reward Partner lead on job design, ensuring standardisation of role profiles across the organisation and within the job families.
- Ensure the alignment of roles to job families and ensuring role profiles are in place for all roles with review cycle in place.
- Supporting in the management of benefits and assisting in the promotion of WMCA's total reward offering, ensuring best practice with partners and to collaborate on reward policies.
- Contributing to the design and implementation of job families and the job families grading structure, ensuring that is fair, compliant, robust and fit for future requirements.
- Utilising job families and work collaboratively with ODDE team to develop a career pathways programme enabling future staff development.
- Contribution to ad-hoc projects within the wider People and Culture directorate as appropriate.
- Ensuring knowledge is kept up to date on relevant issues and developments within the sector.
- Maintain oversight of all activities within the Reward Team to promote alignment with best practices and foster collaboration on reward initiatives and their broader impact across the team
- Provision of appropriate cover in relation to benefits activities, in the absence of the Reward and Benefits Officer.

Financial
<ul style="list-style-type: none"> <li>Ensure Value for Money and follow the appropriate governance processes for dealing with any financial activities</li> <li>Review internal and external benchmarking, with a view to ensure pay equality and market alignment.</li> </ul>
Other
<ul style="list-style-type: none"> <li>Maintain confidentiality and exercise discretion.</li> <li>Represent WMCA in a professional manner at all times.</li> <li>Undertake such tasks as may reasonably be expected commensurate with the scope and level of the role.</li> </ul>

Person Specification					
Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A*	I*	T*
Previous reward experience in a large complex organisation including the evaluation of roles.	X		X	X	
Experience of working within a Human Resources role with an understanding of the impact of pay and reward policies against all aspects of the employee lifecycle.	X		X	X	
Extensive experience of using and interpreting data, evidence and customer insight to identify pay and reward priorities and decisions and shape effective interventions, highlighting risks and adding value to the organisation	X		X	X	
Experience of working within a Local Authority or Combined Authority		X	X		
Skills / Knowledge	E	D	A*	I*	T*
Detailed knowledge of market practice reward & benefits	X		X	X	
Specialist knowledge of Job evaluation techniques	X		X	X	
Specialist knowledge of Pay benchmarking techniques	X		X	X	
Highly numerate with good analytical skills, able to review information and determining the best approach	X		X	X	
Excellent written and verbal communication skills, with the ability to draft a variety of documents. Able to concisely yet persuasively make the case for change to senior stakeholders alongside a good understanding of the legal issues related to pay and reward	X		X	X	
Able to present complex information in an accessible way	X		X	X	
Ability to network with professionals and share good practice	X		X	X	
Extensive understanding and knowledge of relevant employment legislation and managing risk	X		X	X	
Effective relationship-building skills with the ability to manage challenging situations and stakeholders; with the confidence to navigate through complexity and uncertainty	X		X	X	
Excellent interpersonal skills, able to work collaboratively at all levels	X			X	
Strong influencing skills able to confidently persuade and inform key senior stakeholders.	X		X	X	
Ability to work effectively as part of a fast-paced team.	X		X		
Ability to facilitate group and individual problem solving and learning related to reward and recognition	X		X	X	
Knowledge & understanding of corporate HR policies & procedures	X		X	X	
Able to make decisions effectively, using either own knowledge or available data.	X		X	X	
Qualification / Education / Training	E	D	A*	I*	T*
A relevant HR and/or reward-related qualification and/or professional qualification or related experience	x		X		
CIPP or CIPD qualified to member status		x	X		
Evidence of continued professional development in the field of Pay, Reward & Recognition	x		X		

### Core Expectations

<b>Health, Safety &amp; Wellbeing</b>	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
<b>Equality &amp; Diversity</b>	Promote and champion equality and diversity in all aspects of the role.
<b>Learning &amp; Development</b>	Participate in and take responsibility of any learning and development required to carry out this role effectively.
<b>Performance Management</b>	Actively engage in the performance management process and take responsibility for managing performance outcomes.
<b>GDPR</b>	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
<b>Adherence to Policies</b>	Be aware of and comply with all organisation policies.
<b>Other</b>	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area on a regular basis.

### Values

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
<b>Collaborative</b>	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
<b>Driven</b>	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
<b>Inclusive</b>	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
<b>Innovative</b>	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

### Additional Post Requirements

Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

### Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family
22/7/25	JEP624	SP38-SP42	