



Job Description

Job Title:	Reward Coordinator (12 month FTC)
Directorate/Team:	People and Culture
Location:	16 Summer Lane
Responsible to:	Senior Reward Partner
Responsible for:	0
Key working relationships: (internal)	Reward Team, HR Team, Resourcing Team, HR Business Partners, wider People and Culture Team, Business World team, managers
Key working relationships: (external)	Peers of other similar organisations

Purpose of the Post

Providing support and coordination for the Reward Team in the transformation in the Authority's provision of reward and benefits framework that is fair, transparent and promotes the Combined Authority as an employer of choice in attraction and retention.

Accountabilities

Ensure all WMCA job descriptions are transitioned to the new job description.

Responsible for the WMCA job description library.

Providing analysis, information and communications, including liaising with internal and external stakeholders to actively support in the creation and management of job families.

Ensure all Reward team documentation and systems are updated to ensure current practices and records are up to date.

To support the Job Evaluation process undertaking assessments as required.

Responsibilities

Strategic

- Contribute to the design, implementation and ongoing management of a job families framework.

People

- Working collaboratively and supporting the Reward team in ensuring the effectively delivery of the reward and benefit service
- Working collaboratively with managers to ensure job descriptions accurately reflect the role, as well as ensuring that the person specification requirements are appropriate.
- Oversee the new job descriptions being allocated to the relevant position in the Position Register as a controlled document.
- Liaise with internal and external stakeholders to actively support in the creation of job families.

Operational

• Coordinate the activities to ensure the effective implementation of job families and alignment of roles across the organisation. • Ensure all WMCA job descriptions are transitioned to the new job description and contribute to the job design. • Ensure all Reward documentation, files and records are maintained and up to date, including Business World. • Responsible for ensuring the WMCA job description library is maintained. • Providing analysis and information to support in the creation and management of job families. • Provide support to the reward team for identified key tasks within the team. • Coordinate and support in the provision of the wider team activities such as webinars, communications, drop in sessions • Conduct job evaluations of WMCA roles, carrying out assessments in line with the Authority's approved process. • Provide input into recommendations to improve the design of jobs and their responsibilities and alignment with job families.
Financial
• Ensure Value for Money and follow the appropriate governance processes for dealing with any financial activities
Other
• Represent the WMCA in a professional manner • Undertaking such tasks as may reasonably be expected commensurate with the scope and level of the role.

Person Specification					
Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A*	I*	T*
Experience of working in a busy HR environment, prioritising own workload	X		X	X	
Experience of continuous improvement and identifying where efficiencies can be made		X	X	X	
Skills / Knowledge	E	D	A*	I*	T*
Knowledge and understanding of the purpose of job descriptions and best practice in job design	X		X	X	
Excellent drafting and written skills	X		X		
Knowledge and understanding of HR processes		X	X	X	
Competent IT skills, e.g. Microsoft Office Suite, Outlook and internet software	X		X		
To be able to plan and prioritise own work activities to maintain an efficient service	X		X	X	
To understand the importance of maintaining confidentiality	X		X	X	
Excellent interpersonal skills, able to work collaboratively at all levels	X		X	X	
Competent organisational and administrative skills with the ability to plan and prioritise own work	X		X	X	
Ability to work in a methodical manner with good analytical skills; able to review information and determine the best approach	X		X	X	
Ability to work effectively individually and in a team environment	X		X	X	
Able to use own initiative, knowing when to refer complex matters	X			X	
Ability to maintain confidentiality and exercise discretion	X			X	
Knowledge of job evaluation methodologies		X	X		
Qualification / Education / Training	E	D	A*	I*	T*
CIPD qualified or working towards		X	X		

*Key: A = Application, I = Interview, T = Testing/Assessment

Core Expectations

Health, Safety & Wellbeing	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.
Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	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.
Adherence to Policies	Be aware of and comply with all organisation policies.
Other	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
Collaborative	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	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 ☐	No ☒	Yes ☐	No ☒	Basic ☐	Standard ☐	Enhanced ☐	None ☒	Yes ☐	No ☒

Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family
22/7/25	JEP623	SP24-SP28	