

# Reward Lead

**Salary Range: £53,857 - £61,470**

**Grade: Level 5, Zone 1**

**Location: 5 Pancras Square**

**Reports to: Zoe Hoskin**



# About the role

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

Camden is already on an organisational journey - focusing on moving from processes (bureaucratic) to relationships and partnerships (relational), and the People and Inclusion division has a critical role in supporting the organisation to be able to operate in this way.

This role will play a central part in the development and delivery of our total rewards approach, ensuring that our employees feel valued, motivated, and adequately rewarded for their contributions. It involves working as an integral member of the division to support and manage the implementation of corporate people projects as part of developing our wider Employee Value Proposition (EVP) to ensure we attract, engage, and retain top talent. Championing our approach to conscious inclusion across the organisation and being an ambassador for change.

Core areas of delivery for this role include the following

- **Data Analysis and Benchmarking:** Analyse employee feedback, market trends, and industry benchmarks to recommend opportunities for reward practice and policy development. Conduct salary benchmarking to inform reward strategy and pay-setting decisions. Evaluate compensation, benefits, wellness initiatives, and work-life balance offerings to ensure competitive positioning in the job market.
- **Policy Development:** Collaborate with cross-functional teams to support the design and implementation of policies related to leave and pay, and other terms and conditions of employment. Review existing policies, recommend improvements, and ensure alignment with legal requirements and industry best practices.
- **Pay Scheme, Reward and Benefits Development:** advise on all aspects of reward and recognition and support the design, implementation, and communication of our total rewards programmes. Support contract management of external providers and contribute to the continual development of the job evaluation framework. Oversee the delivery and monitoring of a range of benefit and loan schemes to ensure effective delivery and deliver improvements.
- **Terms and Conditions of Employment:** Ensure compliance with legal requirements related to employment contracts, policies, and procedures. Collaborate with legal and HR teams to draft, review, and update employment terms. Work with colleagues to ensure employment terms are clearly communicated to employees during onboarding and throughout their tenure.
- **Legal Reporting and Compliance:** Support legal reporting requirements related to pay and rewards. Participate in benchmarking requests and reward surveys.
- **Stakeholder Engagement:** Establish professional credibility and trust to develop strong relationships to influence and challenge senior management, HR, and other relevant teams to gain buy-in. Advocate for employee-centric approaches to rewards and benefits embedding inclusion at the heart of all activity.

# About you

You will be able to demonstrate technical knowledge, skills and experience in the following areas.

- CIPD qualified or equivalent with proven experience in reward analysis, policy development, or related areas.
- Comprehensive knowledge of reward and recognition practices including job evaluation frameworks and benchmarking with evidence of effectively advising on all aspects of reward and recognition and of having planned work over short to medium term to supporting the design, implementation, and communication of reward schemes, or similar policies/schemes.
- A good understanding of employment law as it relates to terms and conditions, HR policy and practice, pay and reward and able to demonstrate an understanding of the wider organisation and political perspective and how these may influence approach to reward, policy, and terms and conditions.
- Comfortable with complexity with evidenced ability to take the initiative to review existing terms and conditions and policies, recommend and improvements to ensure alignment with legal requirements and industry best practice.
- Strong analytical skills with Intermediate/Advanced Excel skills. High attention to detail with proven ability to undertake qualitative data analysis and other benchmarking and qualitative analysis and can use evidence to inform recommendations on business change / improvement. Evidence of good risk awareness and ability to manage / mitigate risk.
- Excellent communication skills and evidenced ability to influence and challenge senior management, HR, and other relevant teams to gain buy-in Is collaborative / team player, able to build networks and partnerships and maintain strong working relationships with stakeholders.
- Ability to demonstrate effective financial management skills and understanding of information management, information sharing and data handling in accordance with Data Protection legislation and best practice.

# The things you'll achieve

You will support the development and delivery of our total rewards approach, ensuring that our employees feel valued, motivated, and adequately rewarded for their contributions through delivering on activities and projects to:

- **Ensure Legal Compliance:** Guarantee that pay and performance schemes, terms and conditions, and contractual documents are compliant and understood by all staff and managers, promoting transparency.
- **Maintain Pay Schemes:** Implement and manage pay and rewards schemes, including annual pay awards and Chief Officer reviews, to ensure timely and fair compensation.
- **Promote Pay Equity:** Apply job evaluation schemes and pay policies to create fair and consistent salary structures across the organisation.
- **Streamline Benefits:** Enhance accessibility and administration of employee benefits, boosting satisfaction and engagement.
- **Revise EVP:** Refresh the Employee Value Proposition to attract new talent and improve engagement for better recruitment and retention.
- **Enhance Data Insights:** Establish measures and data-sharing methods for monitoring pay, rewards, and benefits, enabling informed decision-making.
- **Produce Compliance Reports:** Deliver accurate annual pay gap reports and year-end financial statements to meet internal and statutory requirements, ensuring compliance and accountability

## Other important information...

### People management

The post has no line management responsibilities, but will be required to manage staff/resource on individual projects for which they are Project Manager

### Work environment

The role can be done on a hybrid basis – working from either a Camden administrative base or home, though the expectation that staff spend on average two days week in Camden.

### Who you will be working with

This role reports into the Employment and Total Rewards Lead, who is part of the People and Inclusion Senior Management team. This role deals with complex or high-profile issues and you will make recommendations to the Director of People and Inclusion and their direct reports on how to tackle / deal with such issues as well as take forward appropriate action as necessary. You will also be involved in regular reporting to Directors and Corporate Management Teams as well as Councillors (Portfolio holders and Committees) to engage, inform decision making and obtain approval for proposed changes to terms and conditions of employment, and total reward and benefit offer. Outside of this on a day-to-day basis the role involves working with a range of internal and external partners usually in leadership or specialist roles, including communications, resourcing, and systems support teams etc.

### The application process

Shortlisted candidates will be invited to interview.

# Who we are

## Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

## Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

## Asking for Adjustments

Camden is committed to making our recruitment practices as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk)

