

Job Profile

Job Title: HR Advisor – Pay and Reward
Job Grade: Level 4, Zone 2
Salary Range: £42,687 - £49,515

About Camden

'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. Our team make an essential contribution to delivering this ambition by maintaining pay, reward and benefit schemes that support the recruitment, development and retention of talented people who will focus on our residents..

We have a truly ambitious vision for our borough and our commitment to tackling inequality and poverty runs through everything we do. We take pride in being deeply connected to our communities and we have made a pledge to give everyone a voice and a stake in decisions about their lives. To do this we embrace change and diversity of thinking.

To respond to the unique set of challenges facing our communities we need unique people to work here. People who share our rebellious spirit. People with empathy and compassion who want to work alongside our citizens to tackle the challenges we face. We want people who do the right thing, not the easy thing. People who listen, speak up and act.

Our people are the heart and soul of our organisation and we see them as human beings, not job titles. We want you to feel able to bring your whole self to work, to feel safe to be yourself, to feel like you belong and to feel trusted.

About the role

The primary responsibility of this role is to provide high quality reward advice to stakeholders, to ensure consistency with Camden's approach to pay management and inform decision-making. This involves gathering and interpreting information from a range of sources and stakeholders, both internal and external to inform benchmarking assessments, make recommendations on pay and reward packages.

The role manages the day-to-day operational requirements of pay and reward schemes and reviewing policies and procedures to identify revisions required in light of changing business priorities and other requirements. This includes conducting data analysis and pay and benefit benchmarking to support reward decisions and regular monitoring/reporting. The role also undertakes analysis and comparison of pay, terms and conditions to support review of terms and conditions and the transfer of staff onto Camden terms and conditions.

About you

You will be comfortable undertaking analysis, interpreting and presenting findings to a range of stakeholders. Using your understanding of pay and reward schemes, terms and conditions you will contribute ideas on how to achieve organisational and service objectives through evidence-based research and

analysis. Confident to take the lead on work, assigning tasks and activities where necessary you will be comfortable working with specialists from different disciplines to develop and deliver improvements to pay, benefits and terms and conditions.

Essential:

- Experience undertaking reward, pay or compensation work either in a Reward role or as part of a broader HR position.
- Strong understanding of pay and reward mechanisms and the role they play within an organisation
- Numerate with excellent attention to detail and accuracy with ability to interpret and analyse quantitative and qualitative information to make informed judgements and recommendations
- Strong Excel skills to support analysis and presentation of data using graphs, charts and other techniques
- Ability to think creatively and apply and comfortable in employing creative solutions where required
- Strong communication and presentation skills with the ability to clearly explain and discuss complex information to increase managers' understanding of pay management practices and processes
- A self-starter with a can-do attitude and ability to work across the organisation at all levels
- Ability to build and maintain a network of internal and external contacts to inform analysis and provide best practice and benchmarking perspectives
- Awareness of and adherence to principles of data protection and confidentiality in handling sensitive data

Work Environment:

The People & Inclusion team is based at 5 Pancras Square, although staff are also able to work either remotely or from home as part of Camden's 'agile' way of working which supports our modern, dynamic and flexible working environment.

The post holder may occasionally be required to work at weekends or in the evening, particularly if projects require close working with teams who operate out of hours arrangements.

People Management Responsibilities:

This post has no formal people management responsibilities, you will however be expected to oversee the delivery of initiatives where necessary, allocating work and overseeing delivery of tasks by others. You may also be asked to manage projects, including temporarily assigned project team members. From time to time, you may be required to supervise temporary agency staff, those on work experience or apprentices, including allocating tasks, overseeing delivery and giving feedback.

Relationships:

Relationships are key within the People & Inclusion service and you will need to work with colleagues to scope and deliver analysis and recommendations on pay, reward and terms and conditions. You will need to work closely with HR Business Advisors and develop strong working relationships with colleagues within the HR Services/Payroll team to ensure a cohesive approach to pay and reward management. Good working relationships with colleagues across the organisation will be important and you will also need to liaise with colleagues in partner and external organisations, e.g. other boroughs, London Councils, and benefit providers etc.

This post reports to the Reward & HRMI Manager in the People & Inclusion Service People & Inclusion is within the Corporate Services Directorate

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

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 other ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](#) for more information on our commitment.

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.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and 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 or post to 5 Pancras Square, London, N1C 4AG.