**Health & Safety Officer** **Job Description and Person**

**Specification**

**Devon and Somerset Fire and Rescue Service**

# Job description

Job title: HR Rewards and Benefits Manager

Grade: Grade 9

Department: People Services

Reports to: Head of People Services

Line manager responsibilities: Direct Line Manager for HR Pay & Conditions Lead, HR System Administrator, Overall responsibility for staff.

Updated: November April 2024.

**Main purpose of job:**

This is a key role within the People Services Department operating with a complex set of terms and conditions across both uniformed and support staff including pension benefits. The post-holder is the Service lead and expert on rewards and benefit schemes and manages the provision of employee pay and conditions, HR systems and employee information. The post-holder is also responsible for the provision of time recording systems and the development and maintenance of HR policies and procedures and associated contractual documentation.

**Main Responsibilities and Duties:**

1. Lead, manage and support the teams responsible for delivering the key HR functions of payroll, pensions, systems and reporting, to ensure that all required systems are effectively managed and fully compliant.
2. Lead and ensure the provision of effective pay systems are in place and aligned to suitable HR, Rota and Availability Systems in order that relevant data is recorded and implemented on time and in full.
3. Undertake the role of HR lead for all staff pension schemes and provide advice and direction to senior management and the wider HR team.
4. Lead on the implementation of any new pay, pension and employee benefit initiatives, as well as providing advice and direction to senior management and the wider People Services team.
5. Actively participate in project boards and workforce planning groups, including advice and analysis that influences a range of key stakeholders and supports the realisation of organisational strategy.
6. Provide expert contribution to the design and development of rewards and benefit schemes ensuring both legal compliance and alignment to the Service goals and People Strategy.
7. Manage the external contracts for the provision of payroll services, pension administration and other employee benefit services, including regular contract management meetings and monitoring of KPIs.
8. Develop and maintain HR policies and procedures in accordance with national and local terms and conditions and employment legislation.
9. Support positive and effective relationships with the recognised Trade Unions to enhance working partnerships in the development and implementation of policies and procedures.
10. Ensure the documentation process relating to contractual obligations meets employment legislation and reflects national and local terms and conditions.
11. Collaborate at a regional and national level within Fire, as appropriate, in the sharing of best practice policies and procedures and joint working and work with Emergency Service partners.
12. Support organisational maintenance and development through the provision of job evaluation and grading structures.
13. Provision of advanced data reports and analysis to provide insights into people issues and to guide decision-making.
14. Maintain and secure personal data in both electronic and manual filing systems including support to the HR Information Asset Owner.
15. Play an integral part in the overall management and development of the People Services management team,
16. Undertake the role of the HR representative at disciplinary and grievance hearings when required.
17. Provide mentoring, support and guidance through the Personal Development Review process and ensure all staff receive appropriate training and development to enable them to carry out their roles effectively and efficiently.
18. Manage the performance of employees within the team by ensuring that work is allocated appropriately, work plans agreed, results are monitored, feedback given and any performance issues are resolved.
19. Maintain professional knowledge by networking, attending training courses, benchmarking other Fire & Rescue Services and reviewing professional publications and participate in the Personal Development Review Process.

**Core Values of the Service**

We are proud to help

We are honest

We are respectful

We are working together

Please follow this link to the Service Core Values [Behavioural Framework](http://www.dsfire.gov.uk/WorkingForUs/ACareerwithDSFRS/CoreValues.cfm?SiteCategoryId=13&T1ID=44&T2ID=372)

Signed acceptance of the core values of the Service and agreement that the job description is a fair and accurate statement of the requirements of the job:-

Job holder: Date:

Job holder’s manager: Date:

Designated senior manager (if applicable) Date:

##### Person specification

Grade: 9

Job title: HR Rewards and Benefits Manager

## **Key competencies**

Excellent team leadership skills

### **Essential**

Ability to support significant organisational change

### **Essential**

Excellent numeracy skills and HR systems, spreadsheet and management report writing skills.

### **Essential**

Good organisational and prioritization skills

### **Essential**

**Work Experience**

Previous experience of working as a senior HR Generalist or in a Rewards Management role.

### **Essential**

Previous experience of managing a HR/Rewards team

### **Essential**

Experience of managing pension-related matters

### **Essential**

Experience of job evaluation methodologies

### **Essential**

Evidence of an ability to develop and implement policies and procedures.

### **Desirable**

Experience of working in the public sector

### **Desirable**

Experience of Payroll Systems and/or Pension Benefits

### **Desirable**

Experience of working within a Unionised environment.

### **Desirable**

## **Qualifications and knowledge**

Chartered Member of the Chartered Institute of Personnel and Development or the Chartered Institute of Payroll Professionals with evidence of continual professional development.

### **Essential**

Good working knowledge of current employment law

### **Essential**

A good understanding of pay, pensions and benefit schemes

### **Essential**

Post-graduate HR Management qualification or equivalent, e.g. CIPD Level 7 Advanced Award in Reward Management.

### **Essential**

## **Personal qualities and attributes**

Acts with honesty and integrity, provides clarity and is accountable for actions and decisions.

### **Essential**

Demonstrates respect and empathy for others.

### **Essential**

Customer focused with the ability to work collaboratively with colleagues, trade union representatives and service providers.

### **Essential**

Energises and motivates others, with high standards of behaviour and professionalism.

### **Essential**

Ability to implement improvements as part of a continuous improvement culture.

### **Essential**