



## Candidate Information

<b>Position:</b>	Reward, Performance & Wellbeing Coordinator
<b>School/Department:</b>	People and Culture
<b>Reference:</b>	22/109777
<b>Closing Date:</b>	Monday 30 May 2022
<b>Salary:</b>	£21,686 -£24,174 per annum
<b>Anticipated Interview Date:</b>	Wednesday 29 June
<b>Duration:</b>	Permanent

### JOB PURPOSE:

Provide comprehensive and professional support within the People and Culture Directorate to the Head of Reward, Performance and Wellbeing. Act as co-ordinator on various Reward and Performance initiatives including wellbeing, Occupational Health, total reward approach, staff benefits, as well as undertaking a financial administration role within the Department.

### MAJOR DUTIES:

1. Provide a comprehensive, professional and confidential secretarial service and support the work of the Head of Reward and Performance including diary management, organising and servicing meetings, preparing and circulating agendas and minutes, following up as required and compiling action and decision logs.
2. Assist in the development of Reward, Performance and Wellbeing policies and processes that are fit for purpose and are linked to current market trends. Responsible for analysing total reward data and producing total reward management information with an action orientated approach.
3. Advise on Reward, Performance and Wellbeing policies and schemes in line with our People and Culture Strategy and effectively communicate with staff, enabling the recruitment, retention and motivation of employees within a structure that is transparent and fair, and rewards achievement in line with our core values (ICARE).
4. Plan and organise a calendar of wellbeing events/activities, liaise with the relevant parties to ensure they are delivered effectively e.g. cost, communication, time, attendance, room bookings and include analysis and evaluation of effectiveness.
5. Assist in the development of the Reward, Performance and Wellbeing webpages, resources, guidance booklets, etc ensuring effective communication of the total reward offering to prospective and current employees.
6. Co-ordinate, publish and circulate wellbeing e-bulletins / e-newsletters for staff. This will involve developing design templates, proofing copy and issuing newsletters.
7. Update and maintain the wellbeing communications media, such as website, Facebook, staff newsletters, Staff Wellbeing twitter, email templates, SharePoint providing regular updates for staff within appropriate timescales, delivering an attractive proposition.
8. Create and develop unique marketing and communication ideas, identify and research story ideas, follow up on leads and complete interviews to create engaging content for wellbeing e-newsletters.
9. Assist in the delivery of all Reward processes, including and not restricted to, Academic Probation, Academic Progression, PDR and STAR Recognition Scheme.
10. Responsible for report management from internal/external systems, for example iTrent, analysing information, data and or calculations, and presenting results accurately and appropriately.
11. Responsible for coordination and support of events and focus groups etc related to reward, performance and wellbeing requirements; this includes issuing invitations and managing responses/ attendance lists, preparation of presentations, organising venues/equipment/hospitality, and supporting registration.
12. Assist in the monitoring of budgets for the Reward, Performance and Wellbeing Department by ensuring that the Purchase Card, invoice processing and reconciliation and P2P are processed within the established procedure.
13. Responsible for keeping accurate records for reporting internally with the University.
14. Make suggestions for improving service and efficiency as appropriate.

15. Carry out any other duties which are appropriate to the post.

**ESSENTIAL CRITERIA:**

1. A minimum of 5 GCSE's at Grade C or above (or equivalent) to include English Language and Mathematics or NVQ Level 2 Administration.
2. 3 years' recent (within last 6 years) relevant work experience.
3. Experience of MS Office packages including Word, Excel and PowerPoint.
4. Experience of carrying out a range of clerical/secretarial duties which involves using initiative and making decisions.
5. Experience of organising and servicing relevant Committees including preparation of agendas, minutes, follow up correspondence and other administrative arrangements.
6. Experience of co-ordinating and marketing events.
7. Experience of identifying and liaising with external suppliers/providers.
8. Experience of creating, and maintaining/updating, content for e-newsletters and webpages.
9. Experience of using databases/spreadsheets to analyse data and presenting results accurately to inform decision making.
10. Experience of working on multiple tasks/projects, managing own workload from start to finish and reacting to changing priorities, while continuing to meet standards and deadlines.
11. Demonstrable understanding of relevant regulations and procedures.
12. Excellent oral and written communication skills.
13. Ability to provide excellent service (including customer service) to required quality standard.
14. Ability to work on own initiative and as part of a team.
15. Ability to manage resources.
16. Flexible, willing to adapt to new tasks and duties.

**DESIRABLE CRITERIA:**

1. Qualification in Human Resources or CIPD qualification or working towards completion.
2. Relevant experience working in HR.
3. Relevant experience of co-ordinating wellbeing and marketing events.
4. Knowledge of Total Reward approach to Remuneration.
5. Experience of identifying and liaising with benefits providers.