



LONDON BOROUGH OF MERTON
CORPORATE SERVICES DEPARTMENT
JOB DESCRIPTION

POST TITLE: Pay, Rewards and Employee Relations Manager

Grade: MG1

DEPARTMENT AND DIVISION: Innovation and Change, Human Resources

Location: Civic Offices

Responsible to: Head of Human Resources

Responsible for: HR Systems Co-ordinator, HR Advisor Job Evaluation and Strategy, HR Business Analytics apprentice, temporary HR Policy Advisor

Post number: M2006570

Date: August 2023

1. MAIN PURPOSE

- 1.1 The post holder will lead and provide strategic leadership on Pay and Reward strategy and design, Employee Relations, HR Policy Development and HR data analytics and will horizon scan and develop creative and innovative suggestions for how the council can improve its approach to these issues.
- 1.2 The post holder will lead on the production and analysis of high quality management information for the organisation.
- 1.3 The post holder will provide strategic and technical subject matter expertise, advice, guidance and management of Pay & Reward practice.
- 1.4 The post holder will ensure the council's employment policies are constantly developed, reviewed and updated in line with changes to employment law and precedents, emerging best practice and management requirements.

- 1.5 The postholder will lead the council's relationship with its registered Trade Unions (TUs), managing negotiations over council employment policy and any other issues
- 1.6 Understand and implement where appropriate the latest thinking and innovation within the lead area for the role
- 1.7 Provide strong leadership to the employee relations, pay and rewards team, ensuring that resources are appropriately allocated and individuals are continually supported and developed
- 1.8 Be a role model for the values and behaviours of the Council so that your teams can see, hear and learn from you.

2. MAIN DUTIES AND RESPONSIBILITIES

- To lead on the strategies for, and provision of high-quality advice to managers on pay and reward design, employee relations, HR policy development and HR data analytics
- To lead on the research, development, production, maintenance and updating of HR policies and procedures, ensuring that they are legally compliant, reflect best practice and support the council's organisational priorities
- To champion data quality in the division, proactively appraising data produced by the service for robustness, ensuring that data quality issues are addressed, and corporate reporting requirements are met,
- To lead on the Council's pay and reward strategy ensuring pay and rewards enable the organisation to recruit and retain high quality staff.
- To lead on the benchmarking, research, design, development and modelling changes to the Councils pay and rewards structures presenting recommendations for change and engagement with key stakeholders, including negotiating changes with the trade unions.
- To review the Council's allowances and other terms and conditions, developing new options and making recommendations for change.
- Design and implement a range of rewards and benefits, developing our employee offer keeping up to date on best practice and forecasting future organisational needs.
- To be responsible for the HR internet, intranet and extranet pages. To be responsible for the maintenance of the council's technical establishment – ensuring that it is constantly updated and closely aligned with the council's budget.

- To play a lead role in managing relationships with the council's trade unions, leading on negotiations and managing all elements of that relationship and working with trade unions to resolve complex corporate-wide employment matters at an early stage. Lead on the development and maintenance of positive employment relationships through a proactive employee relations framework that engages constructively with recognised Unions.
- To develop and maintain HR's information strategy and to lead the development, production and analysis of a wide range of management and performance information for the council to support effective decision making and management of the council's staff.
- Lead on the development and implementation of data analytics tools and software to support HR and organisational decision making.
- To manage staff; ensuring that recruitment, training, development, appraisal, performance, workload allocation, quality assurance, risk and other management activities are carried out in accordance with policy.
- To develop strategies to assist the council in identifying and assessing potential areas of risk and opportunity, presenting these to management and supporting the delivery of them
- To lead on the client engagement with the organisation around employee relations, pay and reward, HR policy and data analytics issues – including liaising with colleagues at all levels of the organisation and providing reports for DMTs, corporate boards and CMT as required.
- To develop, and be responsible for the delivery of, creative solutions for team development
- To lead work with other local authorities around shared initiatives, systems and other opportunities; representing the council's interests.
- To lead on equalities and diversity monitoring, identifying emerging trends and working with the Workforce Equality, Diversity and Inclusion Lead to ensure that equalities initiatives are informed by accurate data and analysis.
- To lead and have oversight of the job evaluation process ensuring its consistency and integrity and acting as the lead expert adviser to the council and to job evaluation appeals panels.
- To project manage through to implementation new employee relations initiatives to facilitate organisational change and effectiveness

- To keep professionally up to date on legislative changes, changes in working practices and other external initiatives for change identifying Human Resource implications and developing proposals in collaboration with managers.
- Researches, develops and presents complex reports to key stakeholders across the Council.
- Oversee equal pay audits, and ensure statutory compliance including pay gap reporting, and obligations under the Localism Act.
- Responsible, in liaison with the Head of Organisational Development and the Head of HR Consultancy, for ensuring that all HR staff and managers are trained in HR policies and procedures pertaining to employment relations policies and procedures and relevant employment legislation.
- To champion data quality in the division, proactively appraising data produced by the service for robustness, ensuring that data quality issues are addressed, and corporate reporting requirements are met, as set out in the council's Data Quality Strategy.
- To be a part of the Human Resources leadership team- participating in cross divisional work and representing the department elsewhere within the organisation as required. With other members of the HR management team, to deputise for the Head of HR as required and to undertake any other task identified by the Head of Human Resources and that is commensurate to the level of the role.
- To be responsible for their own personal development – taking the opportunities presented by the council and developing their own skills and experience where possible.
- Provide horizon scanning capabilities for the organisation – helping to identify potential HR issues or areas where HR policy, reward and other interventions will lead to improved business outcomes.
- Participate in local, regional and other relevant groups and keep up to date with the latest developments in HR business partnering, employment law, best practice and other relevant areas
- To act as Silver as part of our emergency planning arrangements as required
- To participate and take a lead in the staffing of local elections as required

PERSON SPECIFICATION

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Qualifications and Experience

- Experience of delivering high quality pay, reward, policy and data analytics advice to a large and diverse organisation
- Strong data analytics experience including the use of data analytics software and tools
- Strong experience of designing and implementing organisation-wide pay and reward structures
- CIPD qualified or with requisite management experience
- Experience of successfully managing the pay, reward and employment relations function in a comparable unionised and complex environment.
- Knowledge and understanding of the political nature of local government, the democratic process and the HR legal framework within which local authorities operate. Skills and Knowledge
- Ability to challenge existing practices and approaches and deliver improved HR solutions.
- Ability to work in partnership with a wide range of different managers with highly developed relationship management skills
- Ability to understand and develop complex employee relations and policy research and developing this into reports.
- Solutions and outcomes focussed – able to deliver for the business Managerial and personal requirements
- Good communication skills, both orally and in writing

- Experience of managing staff and able to develop and support them to ensure that they are best able to deliver for the organisation.
- Clear understanding of ways in which the council's policy of equality in employment and service provision can be reflected in all aspects of work of the team