

Role Profile

Role title	Employment Reward Lead
Department and directorate	Human Resources
Grade	4
Reports to (job title)	Director of HR
Direct reports (job titles)	N/A

Job Overview

This is a leadership role that works closely with the Executive Team and Directors to develop, devise and implement pay and reward for all levels of the organisation to support the creation and implementation of the People Strategy and business plan for HR, deputising for the Director of HR as and when needed.

This role requires strategic leadership in all areas of BMA employee relations and pay and reward, including maintaining productive and high trust relationships with the trade union and collective bargaining.

As a specialist in their field, the post holder will have proven expertise in innovative approaches to pay and reward, that maintain a high-achieving organisation culture, by delivering programmes that reward and recognise key employee capabilities, skills, behaviours, experience and performance, and ensures that reward systems are market-relevant, fair and cost-effective.

This role will require the post holder to lead on pay and grading policy, employee benefits, employee recognition and employer pensions, providing expert professional advice to inform the Association as a whole, so as to turn this advice into business cases for approval. The service delivery requirements will be defined by the Director together with annual staff and financial budgets to adhere to.

Duties and Responsibilities

- Responsible for taking the leading the provision of advice to the Association on all pay, reward, employee recognition and employer pensions approaches.
- Responsible for leading the design, development and implementation of innovative employee reward solutions that maximise the employee value proposition. In addition, enhance employee recruitment and retention policies while maintaining equal pay values, to make the Association a highly productive and great place to work.
- Takes a proactive approach to identify future pay and benefits trends, leading and influencing the development of a reward and recognition policy and strategy for the BMA, which is fully aligned to business needs and the corporate plan.

- Establishes and maintains an annual pay, benefits and reward structure (including pensions) across the Association, whilst continually evaluating the equality of the pay and grading structure and pay modelling as and when required.
- Supports the Chief People Officer and Director of HR on the review of senior pay terms and conditions and allowances, within the context of recommendations, to keep abreast of innovation and best practice.
- Develops strong relationships, building networks at both a local and national level, across a broad range of organisations, to identify and source best practice on reward and benefits policies and initiatives.
- Develop, delivers and monitors the effectiveness of a total reward framework that is aligned with the BMA's values, engages its people and enables it to achieve its People strategy, being recognised as an employer of choice.
- Works collaboratively within and across functions to support the delivery of best possible outcomes for the Association on a financially sustainable basis.
- Maintains and nurtures collaborative relationships with other teams in the function and external organisations that support the delivery of annual plans.
- Implements changes to improve the area of work, while maintaining the highest possible levels of service quality are continually delivered.
- Manages complex issues that meet the needs of customers and delivers the best possible outcomes
- Effective utilisation of digital technologies and innovation across the function.
- Ensures that equality and diversity is considered as part of all decisions taken.
- Uses professional expertise to translate goals and plans into ways of working that comply with relevant legislation and statutory requirements and manages a level of appropriate risk.
- Delivers exemplar customer interactions to individual functions which support strong relationships and a reputation for achieving outcomes and resolving issues.
- Responsible for taking the lead on the approach for job evaluation, developing supporting policy and processes that impact grading structures and job levels (e.g. career pathways, job families, and new models of pay).
- Ensures that specific individual and shared targets and objectives are defined annually within the performance management framework.

Educational Qualifications & Skills

- Educated to degree level or equivalent by experience.
 - Evidence of continuing professional development and expert knowledge in relevant professional area. CIPD membership is desirable.
 - In-depth understanding of pay and reward strategies and tactics and experience of their application in complex, unionised environments.
 - Experience in Executive remuneration issues, approaches and policies and how to manage relationships at a strategic level.
 - Experience of designing overall reward packages to attract, motivate and retain individuals and groups, with the ability to articulate complex reward and benefits information, both verbally and in writing (including negotiating skills), to meet business objectives and budget requirements.
 - Proven experience in cross sector use of benchmarking, market data and salary surveys, to determine reward for critical and scarce skill and talent mobility.
 - Full understanding of HR metrics and measures and their use in supporting effective decision making to drive organisational performance.
 - Exceptionally strong networking and relationship building skills at all levels across and beyond the organisation.
 - Significant experience in managing business transformation and change programmes and projects, with the ability to develop business cases, identify risks and create appropriate mitigation plans.
 - Subject matter expert in Hay Job evaluation.
 - Knowledge and understanding of current pensions legislation.
 - Strong numerical and advanced analytical and spreadsheet skills.
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Intellectual Demands (complexity and challenge)

- Ability to provide and receive highly complex, sensitive or contentious information.
- Thinks strategically, researches and analyses complex and diverse information and takes a long-term, holistic perspective, often to tight deadlines, so as to present a coherent, well-argued position.
- Personal resilience to balance competing priorities, manage diverse views and responds positively to changing environments and setbacks.
- Plans for the short, medium and longer term in the context of corporate solutions and requirements.
- Takes a creative approach to problem solving and issue resolution.
- Has the initiative to develop service levels and procedures where these would bring clarity and understanding to specific areas of work.
- Manages third party contracts ensuring SLAs are met and addresses potential issues as the internal expert.

Judgement (independence and level and impact limitations)

- Works autonomously, acting on their own initiative in undertaking the work under their remit, seeking input only on major or contentious policy issues.
- Uses extensive HRIS knowledge of pay and reward to determine when issues might impact on other parts of the BMA and BMJ and liaises with them appropriately.
- Uses professional expertise to translate goals and plans into ways of working that comply with relevant legislation and statutory requirements whilst balancing the level of appropriate risk.
- Exercises considerable diplomacy and tact when dealing with sensitive and/or confidential matters.
- Ability to distil and present actionable information from complex research.

Resource Management and Influencing Skills

- Ability to build effective relationships and influence key stakeholders.
- Delivers customer interactions to individuals and relevant third parties which supports strong relationships and a reputation for achieving outcomes and resolving issues.
- Maintains and nurtures collaborative relationships with other teams in the function and external organisations that support the delivery of the people and transformation agenda.
- Plays an active role in the cross functional team to continuously improve the provision of HR services.
- Implements changes to improve the area of work, while maintaining the highest possible levels of service quality are continually delivered.
- Effective utilisation of digital technologies and innovation across the function, having regard to equality and diversity as part of all decisions taken.

Communication (level, internal and external demands and significance)

- Works collaboratively within the HR function, particularly with all Heads of HR functions as well as across the wider Association, to ensure that its pay and reward objectives are given priority.
- Required to handle highly confidential and sensitive information with tact and diplomacy (e.g. salary reviews).
- Required to present complex and sensitive information to all levels of the organisation.
- Acts as the custodian of employee data in terms of GDPR on relevant staffing matters.
- Required to manage a number of third-party contracts on behalf of the Association to ensure contractual service levels are maintained.

Working Conditions, Physical, Mental and Emotional Demands

- Normal co-ordination or physical demands associated with an office environment, limited requirement to engage in lifting/carrying/other exertion.
- Work is conducted in a normal office environment and is not exposed to hazardous conditions or excessive anti-social behaviour. The role contains minimal personal risk.
- Required to work outside office hours, as the role demands, to accommodate attendance at conferences, dinners, meetings or events.

Values and Behaviours

The post-holder is expected to execute their role in line with our five organisational values.

The following examples illustrate how we are using our values to inform how we act:

We are **leaders** because:

- We strive to always improve
- We take responsibility for our actions
- We collaborate with each other and work as one BMA for the good of our members
- We are proactive and prepared to guide our members and each other

We are **experts** because:

- We understand our members
- We draw on our collective experience and knowledge to solve problems
- We use our insights and research to make decisions
- We provide accurate, credible, relevant and engaging information
- We recognise our strengths and act upon them

We are **committed** because:

- We listen to our members and put them at the heart of everything we do
- We are respectful, inclusive, open and honest with our members and each other
- We approach everything we do with confidence and sensitivity

We are **reliable** because:

- We deliver on what we say we will do
- We are accessible and approachable
- We build trust by being consistent and supportive
- We are positive and decisive whatever the situation

We are **challenging** because:

- We fight, ethically and fearlessly, for the interests of all our members
- We work as a brave, assertive and effective champion for high quality health services and the advancement of the profession

Sign-off

Manager:

Date:

Role holder:

Date:
