

# BURO HAPPOLD

<b>Job title</b>	Senior Reward Advisor
<b>Grade</b>	Senior
<b>Discipline</b>	Human Resources
<b>Cost Centre</b>	HR99
<b>Business Unit</b>	Centre
<b>Office Location</b>	Bath
<b>Hiring Manager</b>	Chris Dawson, Head of Global Reward

## Job purpose

Reporting to the Head of Global Reward, this role offers an excellent opportunity for a Reward professional to develop and progress their career while making a significant impact on the overall reward and benefits strategy.

You will join a well-established Reward team working for a growing global practice of world-class engineers, designers and advisors to help to deliver the Reward strategy and provide cogent Reward advice to the global business.

## Key duties

- **Reward Strategy Development:** Assisting the Head of Reward in collaboration with HR colleagues and senior stakeholders, including the Chief People Officer and Global Director of HR Services, to develop and implement comprehensive reward strategies that align with business goals.
- **Annual Reward & Benefits Cyclical Activity:** Assist with the management of the annual reward calendar, lead on updating and reviewing reward policies, procedures, and processes, and oversee annual benefits renewal activities.
- **Salary and Benefits Benchmarking:** Conduct salary and benefits benchmarking, manage compensation survey submissions, and provide market-specific benchmarking for pay reviews.
- **Data Reporting and Analysis:** Produce regular reports and respond to ad hoc information requests. Provide detailed analysis of market data and make recommendations for reward packages.
- **Variable Remuneration Schemes:** Implement and manage variable remuneration schemes for employees and partners.
- **External Partnerships:** Collaborate with external partners to design and manage benefits for employees and partners.
- **Legislative Reporting:** Assist with legislative Reward reporting requirements and provide insight into the annual gender pay gap reporting.
- **Job Levelling and Grading:** Work on job levelling for new or revised roles, using methodologies such as Willis Towers Watson, and support grade harmonisation projects.
- **Pay Equity and Transparency:** Help the team lead pay equity and pay transparency initiatives across global offices.

**Skills & Experience**

- Proven experience in Reward and Benefits, including all related cyclical activities.
- Highly numerate with excellent Excel and analytical skills, capable of scrutinizing data and providing accurate reporting.
- Strong attention to detail and accuracy in both numerical and written work.
- Experience in job levelling and grading, with knowledge of Willis Towers Watson methodology an advantage.
- Excellent written and verbal communication skills, enabling effective collaboration with colleagues at all levels.
- Ability to work at pace, prioritize workload, and operate efficiently in a fast-moving environment.
- Proven ability as a Reward/Compensation analyst in an international, matrixed organization.
- Analytical and continuous improvement mindset, adaptable to an ever-changing environment.
- Strong business partnering and stakeholder management skills.
- Experience in compensation, including job evaluations, benchmarking, and LTIPs.