

THE UNIVERSITY OF MANCHESTER

PARTICULARS OF APPOINTMENT

PROFESSIONAL SERVICES

DIRECTORATE OF PEOPLE AND ORGANISATIONAL DEVELOPMENT

PEOPLE AND OD CENTRES OF EXPERTISE

REWARD ADMINISTRATOR

VACANCY REF: PSX-025806

Salary:	Grade 4 £26,444 to £29,605 per annum, depending on relevant experience
Hours:	35 hours per week
Duration:	Fixed term for 12 months
Location:	Oxford Road, Manchester

Enquiries about the vacancy, shortlisting and interviews:

Name: Clare Heinitz

Email: clare.heinitz@manchester.ac.uk

Overall Purpose of the Role

The Reward Administrator, within the People & OD Reward team, will play a key role in supporting the administration and delivery of the University's reward, benefit, and recognition processes. Reporting to the Reward manager / Advisor within the Reward Team, the role involves providing administrative assistance in various aspects of reward management, including pay, job evaluation, benefits, and recognition initiatives.

Key Responsibilities, Accountabilities and Duties:

- Benefits and Recognition Administration: Support the Advisors in ensuring the breadth of Benefits and Recognition activity is maintained and new opportunities are explored and implemented.
- Benefits and Recognition Portal Administration: Support with the implementation and administration of the employee benefit and recognition platform.
- Reward Reporting: Generate and prepare regular reports on reward-related metrics, trends, and insights for management review and decision-making purposes.
- Employee Queries: Triage enquiries from staff members regarding pay, benefits, payroll giving schemes, salary sacrifice deductions, job evaluation and other reward-related

matters, responding as appropriate in a timely and professional manner, providing guidance and support as needed, and escalating within the team where these carry complexity.

- **Salary Administration:** Assist in the administration of job evaluation and salary review processes, including data collection, benchmarking, analysis, and coordination with relevant stakeholders to ensure timely and accurate salary adjustments.
- **Reward Projects:** Support the Reward team in the implementation of reward-related projects and initiatives, such as job evaluation exercises, benchmarking studies, and recognition programs.
- **Documentation and Records:** Maintain accurate records, documentation, and files related to reward administration activities, ensuring confidentiality and data security at all times.
- **Liaise and build good working relationships with People & OD colleagues and staff from across the University.**
- **Contribute to the creation and review of materials, processes and procedures that underpin Reward.**
- **Assist in monitoring, analysing and reporting on KPIs and progress against deliverables.**
- **Contribute to project work as assigned by the Reward team under the direction of the Head of Reward.**
- **Undertake such other duties (for the office or more widely in support of enhancing the student experience) as directed, commensurate with the level of responsibility for the role.**
- **Collaborate, as required and commensurate with the role, across People Services and broader Directorate of People & OD.**
- **Ensure that confidentiality of information is maintained in line with data protection requirements and University policy.**
- **Act in accordance with and promote university policies, procedures and requirements at all times, in particular those relating to health and safety; equality, diversity and inclusion; and information governance.**

Person Specification

Essential Knowledge, Skills and Experience

- Knowledge and experience of working in a People & OD (HR) environment.
- Previous experience in a similar role, ideally within a similar organisation or within Higher Education.
- Excellent communication skills (oral and written), demonstrating an ability to deal with a wide range of people.
- Flexible and responsive to client needs and able to provide information, advice and guidance whilst maintaining confidentiality.
- Excellent organisational skills, able to prioritise a variety of work activities in a busy environment and meet strict deadlines.
- Experience of working in a collaborative team environment within a large organisation, demonstrating an ability to be flexible and provide support for colleagues.

- Demonstrate a high level of accuracy and attention to detail.
- Good computer skills with experience working with Teams, Excel, Word, MS Outlook and HR data management systems.
- Demonstrate a commitment to excellent customer service and to the University's values and behaviours.

No candidate will meet every single desired qualification we have listed above. If your experience looks a little different from what we've identified, and you think you can bring value to the role, we'd love to learn more about you.

Working for the University of Manchester

The University of Manchester strives to make our community a welcoming, caring and enthusiastic one, fuelling ambition with opportunities and support to help us all achieve our personal and professional goals.

Our diverse job opportunities include an attractive benefits package with family-friendly policies that provide for flexible working. We care deeply about career and personal development, offering a structured induction programme for new staff, an annual performance and development review, staff training for all career stages and mentoring opportunities to support your career development.

We have a genuine commitment to equality of opportunity for our staff and students, and are proud to employ a workforce that reflects the diverse community we serve.

As a global institution, situated at the heart of a lively, culturally diverse city, we welcome applicants of all nationalities. To help international job applicants plan for life in the UK, we have put together some useful information on passports and visas, travel to the UK, accommodation and a number of other practical considerations.

The Directorate of People & Organisational Development focus is to:

- Develop and embed a performance-orientated culture
- Improve the quality of leadership and management
- Motivate, engage and inform our workforce
- Attract the highest caliber of academic staff
- Develop flexible, capable and competent staff

We do this through:

- Our People & Organisational Development Partners working in partnership with colleagues in the Faculties and the Professional Services & Cultural Institutions
- Our Centre's of Expertise, providing specialist advice and services across the University
- People & OD Operations delivering the day to day services, providing all aspects of transactional administration and payroll

The People & Organisational Development Operational structure consists of:

- People & OD Operations
- Talent Acquisition
- Global Mobility
- Reward
- Learning & OD
- Strategic Workforce Planning & Talent Management
- Colleague Wellbeing
- Employment Policy
- Employee Relations
- Pensions
- People and OD Partnering