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**PG**

**7955**

**Post Specification**

**Organisational Support**

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| **Date** | **September 2023** |
| **Post Title** | Pay, Reward & Pensions Advisor |
| **Job Family Role Profile** | **OS11** |
| **Final Grade** | **Grade 11** |

**To be read in conjunction with the job family role profile**

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| **Purpose of this post** | | |
| To provide consistent, specialist pay, reward and pensions advice and guidance to Cumbria Fire and Rescue Service and supporting the education/development of all Fire and Rescue Service employees to effectively resolve and manage pay, reward and pension issues. Ensuring alignment and consistency of practice across the Service. | | |
| **Key job specific accountabilities** | | |
| 1. Provide professional, consistent, accurate, timely advice and guidance on the interpretation and implementation of pay, reward and pensions policies, practices and statutory requirements. 2. Review and analyse data and metrics to identify trends and interventions to support HR practices and promote the use of metrics and a performance management culture with service managers. 3. Contribute to pensions project work that arises as a result of changes to the regulations, case law and best practice. This will include activity relating to the amendments to Regulations arising from the Sergeant / McCloud age discrimination remedies 4. Undertake pay and reward activities as part of the wider pay and reward function including grading and moderating roles and processing applications for re-grades 5. Interpret information and produce timely reports | | |
| **Please note annual targets will be discussed during the appraisal process** | | |
| **Key facts and figures of the post** | | |
| **Budget Responsibilities** | | * None |
| **Staff Management Responsibilities** | | * The role has no direct staff management responsibility but will need to provide advice, guidance and instruction to colleagues, managers and employees. |
| **Other** | | * None |
| **Essential Criteria - Qualifications, knowledge, experience and expertise** | | |
| * Technical, vocational or part-professional qualification at vocational degree level or equivalent demonstrable experience (NVQ4). * Membership of CIPD or demonstrable experience. * Extensive generalist pay, reward and pensions knowledge, in particular of the Firefighters Pensions schemes * Up to date knowledge of legal and legislative frameworks. * Accurate numeracy, analytical and comprehension skills. * Capacity to work effectively under pressure, prioritise and meet deadlines. * Personal integrity and understanding of requirements of confidentiality | | |
| **Disclosure and Barring Service – DBS Checks** | | |
| * The level of check required is:   + DBS Standard | | |
| **Job Working Circumstances** | | |
| **Emotional Demands** | * None | |
| **Physical Demands** | * None | |
| **Working Conditions** | * Agile working, office based and may require travel throughout the country | |
| **Other Factors** | | |
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