

Job Description

Reward Manager

People, Culture and Wellbeing



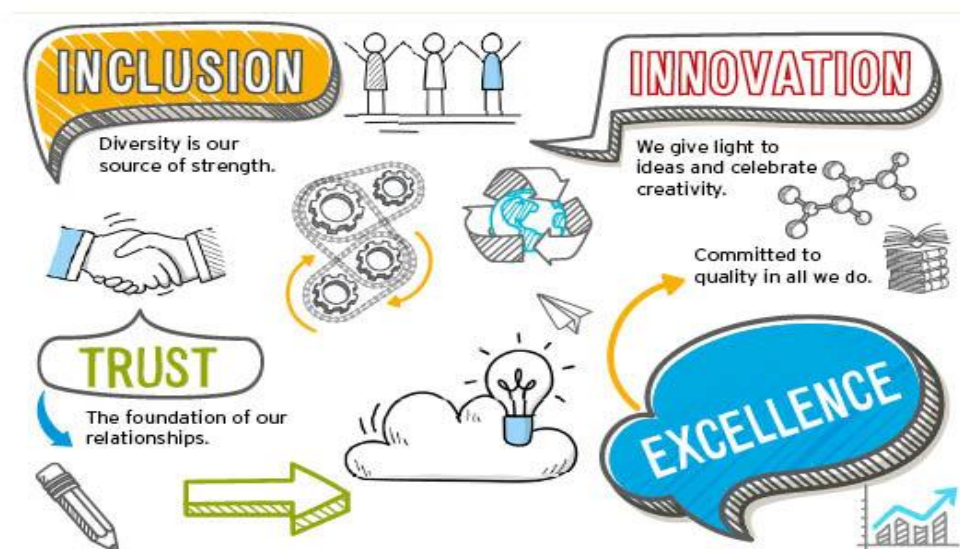
Brief summary of the role

Role title:	Reward Manager
Grade:	8
Faculty or Directorate:	People, Culture and Wellbeing
Service or Department:	Reward
Location:	City Campus
Reports to:	Deputy Director of People
Responsible for:	Reward Administrator
Work pattern:	Monday to Friday

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	• Degree or equivalent relevant professional experience in HR, Reward, or related discipline • Evidence of continuing professional development
Desirable	• CIPD Level 5 or above (or equivalent professional qualification) • Specialist qualification or training in Reward, Job Evaluation (e.g. HERA), or Data Analytics

Experience, skills, and knowledge

Essential	• Significant experience working in a reward, HR, or people-related environment, including pay, benefits, and reward processes • Experience of providing specialist advice on complex reward issues to managers and stakeholders • Experience of supporting and/or leading reward projects or workstreams • Experience of analysing and interpreting reward data and market benchmarking information • Experience and knowledge of job evaluation methodologies and grading principles (preferably HERA)
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	• Experience of developing or reviewing reward policies, processes, or initiatives • Sound knowledge of reward principles and practice, including pay structures, benefits, and recognition • Understanding of pay benchmarking and labour market analysis • Knowledge of equality, diversity and inclusion principles in relation to reward (e.g. equal pay) • Awareness of relevant employment legislation impacting reward practices • Strong analytical and problem-solving skills, with the ability to interpret complex datasets and provide insight • Ability to develop evidence-based recommendations that influence decision-making • Effective communication skills, with the ability to present complex reward information clearly to a range of audiences • Strong stakeholder management and influencing skills • Ability to plan and manage workload, including coordinating multiple priorities and project activities • Ability to work independently with a high level of professional judgement and autonomy • Strong attention to detail and ability to ensure accuracy and consistency in reward processes
Desirable	• Experience of contributing to or shaping reward strategies or frameworks • Experience of pay gap analysis (e.g. gender/ethnicity) and associated action planning

	• Experience of working in a complex, matrix organisation (e.g. Higher Education or public sector) • Knowledge of Higher Education reward frameworks and sector practices • Awareness of reward trends and innovations (e.g. flexible benefits, non-pay reward) • Experience of delivering training or capability-building sessions
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Personal attributes

Essential	• Demonstrates professional credibility and acts as a trusted specialist • Proactive and solution-focused, with the ability to identify opportunities for improvement and innovation • High level of integrity and confidentiality, particularly when handling sensitive reward data • Collaborative approach, building effective working relationships across teams • Resilient and adaptable, able to operate in a complex and changing environment • Commitment to equality, diversity and inclusion
Desirable	• Demonstrates curiosity and commitment to continuous improvement and best practice • Confident in challenging constructively and influencing outcomes

Main purpose of the role

The postholder is responsible as a senior specialist for advancing the University's reward offer. They will lead and deliver key elements of the reward strategy, contributing to the design, implementation, and continuous development of a comprehensive, competitive, and evidence-based reward framework aligned to organisational priorities.

The postholder will take ownership of defined areas of the reward portfolio, ensuring delivery of an efficient and effective service that meets both strategic and operational needs.

They will act as a subject matter expert in reward and benefits, providing high-quality advice and influencing decision-making across the University, including support to senior stakeholders. The role will ensure that reward practices are data-led, equitable, compliant, and responsive to labour market conditions, while identifying and delivering continuous improvement and innovation.

Main duties and responsibilities

Note: The list below may vary to include other reasonable requests (as directed by university management) which do not change the general character of the job or the level of responsibility entailed

Reward Strategy & Planning

1. Contribute to the development and delivery of the University's Reward Strategy, translating strategic objectives into actionable plans and measurable outcomes.
2. Lead on specific components of the reward strategy, including benefits, pay processes, and recognition frameworks.
3. Support the development of reward KPIs and success measures, monitoring effectiveness and recommending improvements.

Reward Projects & Change Delivery

- Lead discrete workstreams and projects within the reward portfolio, including planning, implementation, and evaluation.
- Support delivery of complex reward initiatives, such as pay reviews, benchmarking exercises, and reward enhancements.
- Contribute to business cases, option appraisals, and cost modelling, highlighting risks, benefits, and organisational impact.

Reward Service Delivery & Advisory

- Provide specialist reward advice and guidance to managers, HR colleagues, and stakeholders across the University on complex issues including pay, grading, and benefits.
- Operate with a high degree of professional autonomy, making recommendations that influence decision-making.

Reward Analytics & Insight

- Undertake detailed analysis of reward data, including pay benchmarking, labour market trends, and internal metrics.
- Produce insight reports to support evidence-based decision-making, identifying risks and opportunities.
- Contribute to the development of Gender and Ethnicity Pay Gap reporting, including analysis and action planning

Job Evaluation (HERA)

- Play a key role in the delivery and continuous improvement of the HERA Job Evaluation process.
- Review and assess job evaluation submissions, providing expert analysis, challenge, and recommendations.
- Participate in consistency checking panels and support resolution of complex grading issues and queries.
- Provide training and guidance to managers and People Advisors to ensure consistency and best practice.

Pay Frameworks & Processes

- Support the development and implementation of pay frameworks and processes, including cost of living awards, benchmarking, market supplements, and allowances.
- Analyse labour market data to inform pay positioning and retention strategies.
- Ensure pay processes are efficient, equitable, and aligned with organisational priorities.

Benefits & Reward Portfolio Management

- Take ownership of a portfolio of employee benefits and reward initiatives, ensuring they remain competitive and relevant.
- Review, evaluate, and enhance benefits based on data, feedback, and market insight.

- Oversee salary sacrifice schemes and benefits platforms, ensuring effective and compliant delivery.

Reward Policy & Governance

- Lead the development, review, and implementation of reward and recognition policies and procedures.
- Ensure reward practices comply with legislation, equality frameworks, and institutional governance requirements.
- Identify and escalate risks relating to pay consistency, equality, and compliance, recommending mitigating actions.

Reward Communications & Engagement

- Lead the development and delivery of reward-related communications, ensuring clarity, consistency, and engagement.
- Design and deliver innovative reward-related events and initiatives to enhance employee understanding and engagement.
- Ensure messaging aligns with wider organisational communications and culture

Stakeholder Management & Influence

- Build and maintain effective relationships with internal stakeholders, influencing adoption of reward best practice.
- Provide clear, evidence-based advice to support decision-making at operational and senior levels.

Collaborate with HR colleagues and wider teams to deliver integrated people solutions.

Continuous Improvement & Innovation

- Identify opportunities to improve reward processes, systems, and service delivery.
- Lead or contribute to the implementation of innovative reward solutions that enhance engagement and organisational performance.

Professional Expertise & Capability Building

- Act as a technical specialist in reward, maintaining up-to-date knowledge of sector developments and best practice.
- Support the development of colleagues through coaching, knowledge sharing, and training delivery.

- Contribute to building reward capability across HR and the wider organisation.
- Undertake other duties commensurate with the level of the post
- As a university citizen supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation.