



Role Profile

Vacancy Summary			
Job Title	Pay & Reward Manager	Job Reference	368363
Group	Corporate Centre Group	Team	Resourcing & Reward
Approach	External	Range	SEO
Contract Type	Permanent	Working Pattern	Full Time, Part Time, Job Share (Flexible working hours can be accommodated)
Salary	£41,630 - £44,500	Location	Darlington (Feethams House). This role cannot be worked from any other HM Treasury office
Security Vetting Level	<u>Security Check</u>	Closing Date	Tuesday 17 th September 2024

Recruitment Timeline		
Closing Date	Shortlisting	Interviews
Tuesday 17 th September 2024	w/c 23 rd September 2024	w/c 30 th September onwards

About HM Treasury

If you're interested in making a difference to people's lives, the Treasury can offer you an exciting opportunity to influence decision making that affects the whole of the UK. Working at the heart of government, we collaborate across government to promote responsible public spending and drive strong and sustainable economic growth.

Our work ranges from protecting customers through the regulation of the financial sector, helping to reduce carbon emissions and creating a greener economy, to promoting British trade around the world and supporting people across the country on jobs, growth and more.

We are part of the Darlington Economic Campus, a pioneering new cross-government policy making hub which brings people together to play an active role in the most important issues of the day whilst working closer to the communities we serve. The campus provides the opportunity for people from all over the UK to help shape the future of the country, and our flexible working

practices ensure you can collaborate effectively with our partners. It's central government, made more accessible to you!

About the Group

Corporate Centre

The Corporate Centre Group delivers a wide range of corporate services to enable people at HM Treasury and many of the other organisations who form part of the Treasury Group (including the Government Internal Audit Agency and the Debt Management Office) to operate effectively and efficiently. We are a diverse group, both in terms of our professions and in our ways of working. Our colleagues are based across 3 sites in London, Darlington and Norwich.

The Corporate Centre Group consists of a range of teams and is led by two directors (one of Finance and one of Operations);

- Correspondence and Information Rights
- Finance & Commercial
- People & Capability
- Diversity, Inclusion & Belonging
- Treasury Business Solutions
- Multisite Darlington Economic Campus team
- Exchequer Funds & Accounts team

About the Team

Our **People and Capability Team** are a diverse team of HR professionals who provide critical support to the department across a number of areas. We provide expert advice to enable the department to achieve its wider aims, delivering everything from day-to-day support to transformational change. We work closely with senior leaders to make sure that our work genuinely supports and makes valuable contributions to the organisation.

You would be part of a friendly Pay and Reward team who are responsible for both delegated and SCS pay processes and a range of HMT reward policies. We handle complex casework and contract manage the employee benefits provider. We sit in the Resourcing and Reward Branch and work alongside other HR teams such as Casework & Policy, Talent & Workforce Planning, and Learning & Development to provide a HR service to the Department. We have a sister team in Norwich who manage the service delivery work for the Treasury and our Arms Length Bodies (ALBs).

About the Job

Our Pay and Reward function provides the department with expert guidance, from leading the strategic development of our reward strategy to resolving complex pay casework. Data is at the heart of everything that we deliver, whether that is providing robust and reliable evidence for strategic decision making, monitoring the impacts of our approaches, or identifying a solution for casework.

You will work closely with the Head of Pay Delivering and Implementation to develop the departments reward strategy, supporting the delivery of annual pay cycles and leading reward projects across the department. The role will vary depending on strategic objectives, but you will generally be responsible for:

1. Supporting the annual pay and reward initiatives, including the implementation of the pay award for delegated and SCS staff.
2. Develop and maintain new and existing pay and reward policy to complement strategic departmental objectives, such as around allowances, promotion and appointments.
3. Managing critical pay datasets to influence and inform strategic reward decisions.
4. Build and manage relationships with cross departmental and other government department colleagues to bring in insight and share expertise for pay and reward project implementation.
5. Act as an escalation point for resolving complex casework queries, ensuring our approach is evidence based and consistent with policy and best practice.
6. Drafting a range of pay and reward documentation, including published communications to the department and board strategy papers, working with the Head of Resourcing and Reward where necessary.
7. Lead the collation and submission of central reward commissions and subsequent action plans, including pay gap reporting.
8. Provide input to cross-cutting initiatives across the Resourcing and Reward branch, and wider People and Capability team.

The role will likely provide a support function to wider members of the team, through formal line management, task management or mentoring. You will need to be comfortable working with large and complex datasets and able to draw conclusions and analysis from these.

Candidate Drop-In Session - Microsoft Teams

The hiring manager will be running a candidate drop-in session for this role to give you greater insight about the role as well as the chance to learn more about HM Treasury and ask any questions you may have. If you would like to join us, then use the appropriate link below to join the call at the right time.

Thursday 12th September 2024 @ 12:30 [Join the meeting now](#)

If you would like to speak to the hiring manager informally prior to the closing date for applications to find out more about the job, please contact Liam Humphrey, liam.humphrey@hmtreasury.gov.uk

About Your Application

We are looking for the below skills, experience and behaviours and we will ask you to demonstrate these in your application form. Please review the Candidate FAQ document that is attached to the advert for guidance on how to complete your application form.

1. Ability to collate and use a variety of datasets and evidence to support strategic decision making (*Making Effective Decisions*)
2. Able to use a range of communicate skills to effectively persuade and influence a range of stakeholders (*Communicating and Influencing*)

3. Experience working in a pay or reward function, either with operational service delivery or developing pay and reward strategies (*Experience*)

The lead criterion is: **Making Effective Decisions**

If we receive large volumes of applications, we will conduct an initial sift on the lead criterion only.

Candidate Guidance Support Session – Microsoft Teams

We will be running an overview of Success Profiles and the STAR approach including top tips for the application and interview process and an opportunity to ask general questions around our recruitment practices. Please note that this session is not role specific, so we will be unable to answer specific questions about roles we are advertising. If you would like to join us, please use the link below to join the call at the right time.

Thursday 5th September 2024 @ 12:30 [Join the meeting now](#)

Your Interview

At interview stage, you will be assessed on the below criteria

- Experience
- Strengths
- Behaviours:
 - Making Effective Decisions
 - Communicating and Influencing
 - Working Together

Flexible Working Arrangements

HM Treasury views flexible working as essential in enabling us to recruit and retain talented people, ensuring that they can enjoy a long-lasting career with us. All employees have the right to apply for flexible working and there are a range of options available including; part-time, compressed hours and job sharing. Additionally, we operate flexitime systems, allowing employees the flexibility to adjust their working patterns throughout the week which is subject to operational needs and line management approval.

At HM Treasury we have an incredibly broad remit; our work touches every citizen of the country. So, it's important our employees come from the widest possible range of backgrounds, bringing us the widest possible range of perspectives and ways of thinking. We are committed to ensuring that all staff can realize their potential and achieve a healthy work-life balance.

HM Treasury operates an office based working approach across all Treasury sites - Darlington, London, and Norwich, and along with the rest of the Civil Service, has an expectation of a minimum of 60% attendance in the office, along with working remotely. This blended working approach allows you to work collaboratively, meet stakeholders face to face, support others and promotes a healthy work life balance (please be aware that this role can only be worked in the UK

and not overseas). Some roles will not be suitable for Hybrid Working. Similarly, Hybrid Working will not suit everyone's circumstances. Arrangements will be discussed and agreed with the successful candidate(s) and subject to regular review. All our offices have been recently modernised and designed to collaborate and connect with colleagues as well as desk and quiet space to allow a range of ways to work.

The office working expectation is linked to location of the role, if you apply to a post in a single location then you will not be able to meet this expectation at any of our other sites or be able to move your role to another location.

Benefits

- 25 days annual leave (rising to 30 days after 5 years), plus 8 public holidays and the King's birthday (unless you have a legacy arrangement as an existing Civil Servant). Additionally, we operate flexitime systems, allowing you to take up to an additional 2 days off each month.
- Flexible working patterns (part-time, job-share, compressed hours).
- Generous parental leave and adoption leave packages.
- A Civil Service Pension which provides an attractive pension, benefits for dependants and average employer contributions of 28%
- Access to a cycle-to-work salary sacrifice scheme and season ticket advances.
- A Rental Deposit Advance Scheme to help meet the total costs of deposits for privately rented homes.
- Access to HM Treasury's benefits portal allowing you access to a range of discount codes for online shopping.
- A range of active staff networks, based around interests (e.g. analysts, music society, sports and social club) and diversity.
- Access to a range of allowances if eligibility applies. These include profession related allowances.

Eligibility Statement

Individuals appointed to the Treasury will be subject to National Security Vetting. To allow for meaningful checks to be carried out, **applicants will need to have lived in the UK for at least 3 out of the past 5 years**. In exceptional circumstances, a lack of residency would not be a bar to security clearance however the Department will need to consider eligibility on a case-by-case basis once the advert closing date has passed.

Equal Opportunities and Reasonable Adjustments

HM Treasury is a Disability Confident Leader. This means we've been recognised as an employer which is confident and leading the way in recruiting and retaining staff with disabilities. We will offer an interview to any applicants with a disability who have indicated they wish to take part in the disability confident scheme, provided they meet the essential criteria for the post set out in the person specification.

HM Treasury is committed to being an Equal Opportunities Employer. We wish to ensure that all applicants are treated fairly and appointed solely on their suitability for the role. We welcome the opportunity to speak with you to discuss what adjustments can be made to help you demonstrate your full potential whatever the type of assessment used.

If you need any reasonable adjustments to take part in the selection process, please tell us about this in your online application form. If you would like to speak to the recruitment team regarding this, you can contact them on hrrecruitment@hmtreasury.gov.uk .

Complaints Procedure

Our recruitment process is underpinned by the principle of recruitment based on fair and open competition with decisions made on the basis of merit, as outlined in the Civil Service Commissioners' Recruitment Principles. If you feel your application has not been treated in accordance with these principles and you wish to make a complaint, you should in the first instance contact HMT by email: hrrecruitment@hmtreasury.gov.uk

If you are not satisfied with the response you receive, you can contact the Civil Service Commission, which regulates all Civil Service recruitment.