

Head of Reward, Employment Relations and Reward Directorate

Grade B: £48,270 - £54,520

Closing date: 11.55pm Sunday 3 October

Location: Agile working with regular travel to Leeds and London

September 2021



An opportunity has arisen for a head of reward to lead the development and delivery of commissioned work programmes promoting and implementing reward strategies across the NHS. Working alongside colleagues across the employment relations and reward directorate and external stakeholders you will help shape the national approach to reward in the NHS.

As part of the NHS Confederation, NHS Employers is the employers' organisation for the NHS in England. We support workforce leaders and represent employers to develop a sustainable workforce and be the best employers they can be. We also manage the relationships with NHS trade unions on behalf of the Secretary of State for Health and Social Care.

With the head of pensions you will jointly co-ordinate activities relating to both pensions and reward and manage a small team.

This is a great opportunity to develop your knowledge and expertise in a national role whilst working with a team of commitment individuals.

I look forward to receiving your application.



Andrea Hester

Deputy Director, Employment Relations and Reward

About our directorate



The employment relations and reward team contributes to the delivery of quality patient care through the development of effective pay and reward approaches that support recruitment and retention and improve the staff experience in the English NHS.

We do this by supporting employers to:

- **be open and inclusive** employers
- **implement good practice**
- **improve the experience** of their people, and hence their patients.

We represent employers' needs to influence policy in the service of their people, patients, and communities. We also work in partnership with national arm's length body teams and/or trade union and staff organisations to deliver key pieces of work.

The directorate is commissioned by DHSC to deliver on a range of commitments associated with the employment of staff on national terms and conditions of service.

Current priorities

- The ongoing development of temporary provisions to support the management of the COVID-19 pandemic.
- Implementing changes to the NHS terms and conditions handbook to reflect the new right to request flexible working from day one of employment.
- The oversight of the national collective bargaining machinery.
- Representing the views of employers on a range of policy changes impacting the NHS Pension Scheme.
- Continued implementation of the junior doctors contract.
- Implementing the 2021/22 pay award.
- Gathering and submitting evidence to support the pay review body processes.

The role

Head of Reward
Employment Relations



Key responsibilities and accountabilities

The post holder will work collaboratively with other heads of teams on all aspects of reward affecting the NHS Workforce.

They will ensure the delivery of all commissioned work programmes as part of the Department of Health and Social Care (DHSC) core contract with NHS Employers.

- **Develop and implement a programme of work** supporting the NHS to implement a strategic approach to reward using the principles underpinning total reward.
- **Provide leadership and strategic advice** on the range of remuneration, contractual and employment relations issues, ensuring that NHS Employers continues to have a high profile and a positive reputation.
- **Work with other heads of teams and Department of Health officials** to develop the reward agenda.
- **Build a partnership approach with trade union representatives** to deliver the work programme through creating and developing effective relationships.

- **Undertake and commission intelligence gathering** to support the evaluation of the effectiveness and relevance of current work outputs, and work with stakeholders to identify future opportunities, including collaboration and bespoke project work.
- **Develop and support implementation strategies** and work proactively with the NHS Employers communications and engagement teams to support employers to implement national agreements and follow best employment practices, in collaboration with DHSC and the national Arm's Length Bodies (ALBs).
- **Contribute, in collaboration with others**, material to support the preparation of annual evidence to the both the NHS and doctors and dentists pay review bodies.
- **Build and maintain an understanding of specialist areas of reward** related policy knowledge across the team.
- **Develop, oversee and contribute to effective mechanisms for gathering the views of employers**, ensuring that our work programmes meet their priorities and needs.

- **Liaise with other NHS Employers and NHS Confederation teams** on relevant matters including the commissioning of communication products.
- **Manage and develop the team** through regular one to ones and team meeting.
- **Undertake effective appraisals** which are supported through personal development planning.
- **Manage allocated budgets and expenditure** to ensure effective cost control. Deliver value for money on any external contract.
- **Responsible, as part of the management team**, to contribute to the management and development of the ERR directorate.
- **Deputise for the deputy director** at both internal and external meetings when required.

Person specification



Essential criteria

- **Excellent written and oral communications skills**, good situational judgment and the ability to develop strategic relationships.
- **Crucially, they will have the ability to advise and influence internally** at a senior level to develop NHS Employers policy and strategies. They will also be able to identify and handle complex issues and communicate different points of view when appropriate.
- **Good understanding of public policy development** and strong political awareness and judgment.
- **Good understanding of developments and trends in pay and reward outside of the NHS.**
- **Good knowledge of employment and industrial relations legislation.**
- **Well-developed negotiating and influencing skills.**

Other skills and abilities include:

- High level communication and stakeholder relationship skills.
- Strong programme management skills.
- Able to lead and motivate teams.
- Ability to prioritise and manage own workload and conflicting priorities.

Our offer



Salary and contract arrangements

Pay range £48,270 - £54,520

Normal starting salary is £48,270 however, this is negotiable based on relevant experience.

Where will I be based?

We have an agile working approach, but this role may need regular travel to Leeds, London and other UK destinations. Specific arrangements will be discussed on appointment.

Working pattern

This position is available for up to full time, 36.5 hours per week. Consideration will be given to any variation of this, your needs should be discussed with the hiring manager if you are invited to interview.

Contract type

This role is being offered on a permanent basis.

Benefits

Pensions

We offer a Group Stakeholder Pension Plan administered by Scottish Widows.

You will be automatically enrolled onto the scheme after 60 days of employment with the NHS Confederation if you meet the criteria. The organisation will contribute 6 per cent of basic pay providing that you contribute 3 per cent of your basic pay.

If you are currently a member of the NHS Pension Scheme and have not had a break in contributions for more than 12 months, you can continue with that scheme for up to five years from joining the organisation.

Annual leave

- Entitlement:** Our holiday year runs from 1 April to 31 March. All employees are entitled to 30 days holiday per annum plus bank holidays, this is pro-rated for part-time staff.
- Office closure days:** Up to four days of your annual leave will be used to cover the close down of the office between Christmas and New Year, these dates are announced at the beginning of the holiday year.
- Buying and selling annual leave:** In February each year, we offer staff the opportunity to buy or sell up to one working week's leave. Terms and conditions apply.

Death in service benefit

Death in service benefit is available to all permanent and fixed-term employees who are both employed and resident in the UK.

Those staff who are part of the NHS or civil service pension schemes are not eligible. This benefit is four times annual salary.

Employees who are members of the NHS Pension Scheme may be eligible for a life assurance lump sum in accordance with the relevant scheme rules.

Childcare

We provide enhanced pay benefits for maternity/paternity/adoption and shared parental leave.

Health and wellbeing benefits

We also offer access to a range of health and wellbeing benefits including:

- flexible working arrangements
- employer supported volunteering
- wellness action planning
- eye tests
- flu jabs
- sabbaticals
- occupational health and employee assistance
- bereavement counselling.

Other financial benefits include:

- cycle to work scheme
- season ticket interest-free loans
- access to discount schemes with a range of different retailers.

Application process



To apply for this post, you will need to complete the online application process.

- 1. Access the online application form.**
- 2. Submit your application** no later than 11.55pm Sunday 3 October
- 3. Interviews and assessment** will take place during week commencing 25 October

[Timetable](#) (subject to confirmation)

Closing date	11.55pm Sunday 3 October
Shortlisting	Week commencing 7 October
Interviews and assessment	Week commencing 25 October
Notification of outcome	Week commencing 25 October

Dignity at work



Everyone should be treated with respect and dignity and receive encouragement to reach their full potential.

Our equal opportunities statement

We are committed to eliminating discrimination and encouraging diversity among our workforce.

Our aim is to develop working practices and create a working environment which enables staff:

- to be treated with respect and dignity
- to be treated fairly regarding all procedures, assessments and choices
- to receive encouragement to reach their full potential.

We will therefore seek to ensure all staff are free from unlawful discrimination, victimisation, or harassment on the grounds of:

- race (including ethnic origin, colour, nationality, and national origin)
- gender (including sex, marital status, or gender reassignment)
- disability of any kind
- religion or belief
- sexual orientation
- age
- trade union activity
- marriage and civil partnership
- pregnancy and maternity.

Our commitment applies to all aspects of employment including:

- recruitment and the advertisement of jobs
- terms and conditions of employment
- training, career development and promotion
- grievance and disciplinary procedures.

Values and behaviour

NHS Employers has a set of core values to help shape the culture and character of the organisation, as well as guide the decisions that we make and the way in which we behave.

Our values

- Assured
- Bold
- Leading
- Expert

Respect

In addition to **ABLE**, the key individual value '**respect**' has been developed, which underpins our relationships with each other and with our stakeholders.

FAQs



1. Can I apply if I don't currently work in the NHS?

Yes. We welcome applications from any suitably qualified and experienced individual. While NHS experience may be beneficial applications are not restricted to those people who are employed in the NHS.

2. Is this role suitable for part-time working?

The role is available for up to full time, 36.5 hours per week. However, we will consider any applications to work part time and your specific needs should be discussed with the hiring manager if you are shortlisted.

3. Will the role involve travel?

Yes. There is an expectation that there will be the need to travel to Leeds, London and other UK destinations (subject to current COVID-19 arrangements). During the pandemic, alternative arrangements have been put in place to allow for our business to continue. Teams are currently considering future arrangements and the required to travel.

4. Where is the role based?

We have an agile working approach. If you have any specific needs, you should discuss these with the recruiting manager.

5. Will I be able to work at home?

This role is not designated as being home based. However, our agile working approach does allow for staff to work in a variety of different settings. Any request to work at home should be discussed with the recruiting manager.

6. What pre-employment checks will be carried out?

We will check to ensure that you have the right to work in the UK. In addition, we require a minimum of two references, one of which must be from your current or most recent employer. All offers of employment are made subject to the declaration of any unspent convictions in line with the Rehabilitation of Offenders Act 1974. To assess that you are fit to fulfil the role and to identify whether any reasonable adjustments may be required, you will be asked to complete a pre-employment health questionnaire. You will be referred to occupational health for assessment if required.

If you have any other queries, please contact:

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