

Associate Reward Consultant

Job Description

Job title	Associate Reward Consultant
Hours:	0.6FTE – 1.0 FTE (21 to 35 hours per week)
Location:	Home-based (with occasional UK travel to team meetings and client venues)
Job Type:	Permanent
Salary:	£40,000 plus access to consultancy premium scheme, 25 days annual leave + public holidays, USS pension scheme, health cash plan, staff discounts, flexible working.
Reports to:	Head of Member Services
Working with:	ECC team, member and client organisations (incl. universities and colleges), sector partners

Job Purpose

To support the delivery of ECC services to members/clients through:

- delivering training to members and clients,
- carrying out job evaluations, and
- working with Consultants to complete projects for members and clients.

To contribute to positive engagement with clients, professional bodies and relevant sector representatives by delivering efficient and professional interactions and promotion of ECC and its products and services.

Key Accountabilities

Training	1. To deliver standard training and as required design and deliver bespoke training virtually and in person to members/clients on role analysis and the use of ECC Online job evaluation software as well as
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	rewards topics including writing job descriptions, usage of labour market data etc.
Job Evaluations	2. To carry out job evaluations using the HERA and FEDRA schemes on behalf of members/clients and record scores appropriately in ECC Online.
Project Support	3. To support the delivery of reward projects for members/clients by; a. Carrying out job evaluation using HERA or FEDRA b. Collating and analysing data relating to pay (such as for a pay & grading project or an equal pay audit) c. Producing reports for members and clients to show data analysis and recommendations d. Working with members/clients and partners/suppliers to gather information e. Recording project tasks accurately in the CRM 4. To produce benchmarking reports, through the interpretation of job descriptions and the collation of data from various sources including Brightmine, on behalf of members/clients.
General	5. To build and maintain relationships with ECC members and clients, working remotely or at client premises and meeting venues across the UK. 6. To respond to email enquiries from members/clients with information about ECC services. 7. To contribute to the development of ECC's existing or new products and services including ECC's approach to best practice, consultancy, training, and events. 8. To carry out research and investigation to inform the development of existing or new products and services, and to update existing knowledge and guidance. 9. To plan and manage own workloads to ensure that project deadlines are met 10. To play an active and collaborative role in ECC, supporting colleagues with joint projects and exchanging ideas, evidence and intelligence. 11. To facilitate own development and induction by seeking relevant information, understanding changes to legislative guidance and

	<p>professional practice; and by attending development seminars/webinars to build awareness.</p> <p>12. To independently carry out administrative tasks (e.g. record keeping, recording work delivered and making expenses claims) necessary for the smooth running of ECC and effective client engagement.</p>
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Person Specification

Criteria	Essential	Desirable
Qualifications		Educated to degree level or equivalent
Experience and Knowledge	<p>Experience of designing and delivering training virtually and in person.</p> <p>Experience of carrying out job evaluations</p> <p>Experience of collating and analysing data and representing key trends,</p> <p>Experience of preparing written reports for clients or colleagues.</p>	<p>Experience of working within Human Resources</p> <p>Experience of working within Education</p> <p>Experience of using Customer Relationship Management system</p> <p>Experience of carrying out job evaluations using HERA or FEDRA</p> <p>Knowledge of reward issues in the education sector.</p>
Skills	<p>Ability to use MS Excel to analyse data and present results</p> <p>Ability to use MS Powerpoint to develop presentations and training</p>	

	Highly organised, with the ability to manage workloads to meet deadlines	
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Organisation Structure



Role Requirements

Role element	Requirements
Communication	<p>Explain technical concepts and legislative requirements to those from a range of different backgrounds, abilities and seniority, including those new to the area or developing their skills.</p> <p>Provide guidance and advice to clients and ensure they use ECC products and services to meet quality and compliance standards.</p> <p>Support the promotion of ECC and its products and services to existing and potential clients through interaction such as meetings, emails and training.</p> <p>Deliver training activities to potential, new and existing clients with varying levels of knowledge and experience.</p>



	Contribute to the development of content for ECC publications, training and learning guides for a range of different backgrounds and abilities for use in events and in consultancy projects.
Teamwork and Motivation	<p>Play an active and collaborative part in the ECC team, supporting operational projects as part of delivery of ECC business.</p> <p>Contribute to operational areas of work within ECC.</p> <p>Support projects or areas of work, some of which have organisational significance, with colleagues from client organisations.</p> <p>Participate in the sharing of best HR practice, experience and materials within the ECC team.</p>
Liaison and Networking	<p>Contribute to project groups or governance within client organisations where required.</p> <p>Participate in client networking groups to develop relationships, promote ECC and its products and services, and facilitate exchange of information, experience and ideas.</p>
Service Delivery	<p>Support the provision of HR and people management solutions through project delivery and training, tailoring approaches to meet client needs and / or in anticipation of new trends and challenges.</p> <p>Deliver tasks set out by a project lead as part of a member/client project on time.</p> <p>Gather feedback from work with clients, experience and other sources to support the development of ECC's products and services.</p>
Decision Making	<p>Make independent decisions affecting nature and scheduling of own areas of work, client work assignments, to ensure deadlines are met.</p> <p>Participate in team decisions within ECC about business plan progress and strategic development.</p> <p>Provide evidence to support decision-making for members/clients.</p>
Planning and Organising	<p>Plan own work to deliver agreed outcomes, deadlines and resource commitments.</p> <p>Scope and deliver tasks as part of member or client projects (ranging from straightforward to complex bespoke) to deliver agreed project outcomes, deadlines and resource commitments.</p> <p>Contribute to the development of ECC's strategic, business and operational plans.</p>

	Respond to changes in workflow peaks and troughs, and plan work, travel and other commitments to meet client needs.
Initiative and Problem Solving	<p>Identify and recommend ideas and methods for developing and improving ECC's services and products.</p> <p>Resolve client queries (ranging from straightforward operational to more complex strategic or novel issues) relating to knowledge and use of ECC products and services and HR practice using own expertise and without reference elsewhere.</p> <p>Deal with problems, analyse problems to identify their cause and take action to prevent recurrence.</p> <p>Assess and solve unforeseen problems during training or consultancy delivery (eg. dealing with challenging delegates or misinformation from client staff) that could potentially disrupt learning for other delegates or adversely affect decision making.</p>
Analysis and Research	<p>Obtain feedback from clients about ECC products and services and emerging needs for analysis within ECC.</p> <p>Provide clients with reports ranging from straightforward role analysis reports to more complex equal pay audit data to inform decision making.</p> <p>Occasionally design methods to capture data for analysis where data is not readily available.</p> <p>Keep abreast of developments in the field and sector, gather intelligence and synthesise findings to inform the development of products, services and business planning, and to influence relationships with other agencies.</p>
Sensory and Physical Demands	<p>Use appropriate software and hardware e.g. job evaluation / role analysis software using developed keyboard skills, set up ICT for own use, use equipment such as data projectors.</p> <p>Required to occasionally travel to ECC meetings and events, and to client premises across the UK.</p>
Work Environment	<p>Work in a variety of office, seminar and training environments which are usually stable and controlled.</p> <p>Understand and carry out own risk assessment for the set up and operation of suitable home working environment, and for planning and undertaking travel.</p>
Pastoral Care and Welfare	Be aware when others are struggling and be a supportive colleague, offering support and advice where necessary.
Team Development	Contribute to the induction and training of new staff.

	Play an active part in the team by sharing learning.
Teaching and Learning Support	<p>Design and delivery of training to members and clients virtually and in person on a range of topics including role analysis and using ECC Online. Tailor approach to suit the audience at a range of levels of backgrounds.</p> <p>Identify learning needs, write learning objectives, design and plan individual or series of training and learning activities, providing handouts and learning materials and mentoring and coaching where necessary to staff in client organisations.</p> <p>Assess learning needs and learning progress in training and learning sessions and provide feedback to clients regarding the planning and delivery of ongoing training and professional development.</p>
Knowledge and Experience	<p>Knowledge and experience of Human Resources Management processes and procedures.</p> <p>Required to keep professional knowledge and expertise up to date to enable accountabilities of job to be delivered</p> <p>Experience of using role analysis and job evaluation</p> <p>Experience of designing and delivering training</p> <p>Experience of conducting analysis and writing reports</p> <p>Willing and able to travel throughout the UK. Current UK driving licence with access to own car for business use desirable.</p>

Application Process

Closing date 8th October

Interviews to be held w/c 14 October

To apply, please submit a CV and cover letter to Shani Jackson, Head of Member Services, shanij@ecc.ac.uk

To discuss the role, please contact Shani Jackson, Head of Member Services, shanij@ecc.ac.uk, 07903 014 281.

No agencies please.