

## JOB AND PERSON SPECIFICATION

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**Job Title:** HR Projects Adviser - Pay and Benefits

**Division** Human Resources Division

**Grade:** G

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**Reports To:** Head of Organisational Development and Systems

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### General Information

The Commonwealth Secretariat is the principal inter-governmental body of the Commonwealth, responsible for advancing and achieving the shared goals of the association's 53 member governments in advancing democracy, development and respect for diversity.

The Secretariat is headed by the Secretary-General who, as the Chief Executive of the organisation, is responsible and accountable for overall leadership, management and delivery.

It has an annual budget of approximately £50 million and currently a staff of approximately 300.

The Human Resources Division supports and facilitates the translation of the Commonwealth mission and values and our 2013-2017 Strategic Plan into people policies and practice that seek to maximise the potential of our people and to create an environment that people can give of their best.

The division leads on the development and implementation of the People Strategy, ongoing HR policy development, review and implementation, resourcing and contract administration for staff in London, New York and Geneva, as well as for consultants and long-term experts for field assignments in the Commonwealth member states. The division also leads on organisational development areas such as performance management, learning and development, people planning, reward management, HR Information Systems, employee relations and change management.

### Job Summary

The post-holder is part of the Organisational Development and Systems Section, together with the Head of Organisational Development and Systems (ODS), the HR Officer - Systems and Analytics and a Young Professional Programme Officer. The Section leads on providing an effective people management framework and system to underpin the division's operations and effectiveness and to provide a working environment that engages our staff and maximises on their potential.

This is a 3 year fixed term role to provide a sound basis for our pay and benefits framework and its implementation. The postholder is responsible for reviewing, revising and developing the organisation's pay and benefits framework in line with our People Strategy, for providing expert

advice on pay and benefit matters in the international context and to support effective pay and benefits administration.

### Task Description

The post-holder:

- Acts as the point of reference for HR colleagues and where appropriate for line managers seeking advice and guidance in relation to the application and interpretation of pay and benefits. Acts as the specialist adviser on pay and benefits within the inter-governmental sector and on global mobility trends and issues and their relationship to reward.
- Works with Director of HR and Head of ODS to:
  - Review the existing pay and benefits framework for Commonwealth Secretariat staff across 3 locations of London, New York and Geneva and develops proposals that will support our aims to be competitive in the inter-governmental sector and to be able to attract and retain Commonwealth talent.
  - Review the existing compensation package for consultants recruited and deployed under the Commonwealth Fund for Technical Co-operation (CFTC) and if required develop a revised package that will allow us to attract talent within the Commonwealth.
- Develops a proposal for the organisational approach to access and utilise international pay data for benchmarking purposes and manages our salary benchmarking process.
- Leads on the annual salary review process for staff, collaborating with the HR Officer - Systems and Analytics for HR Systems update and providing the staff data to be administered by the HR Operations Section.
- Develops the Commonwealth Secretariat approach for performance and pay together with the Head of ODS for senior management approval.
- Provides the senior HR team with regular human resource management reports on pay and benefits matters, identifying 'hotspots' for discussions and actions at the strategic level. Attends and briefs internal governance committees as required.
- Manages the relationships with external suppliers for benefits and pay data and manages the procurement requirements.
- Liaises with the Finance and Management Information Section on monthly payroll data reconciliation and updating our HR System accordingly, pension scheme enrolment, annual compliance reports for tax and national insurance purposes and the annual pay review administration from the payroll perspective.
- Provides monthly and annual reports to our private healthcare providers and assists the Director of HR on our annual renewal process. Liaises with the insurance broker on benefits queries, service monitoring and complaint resolution.

- Liaises with external experts and the Legal Counsel on the Commonwealth Secretariat's tax liabilities and immunities as they pertain to our staff in Geneva and New York.
- Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy.
- Performs any other duties as may be required from time to time.

### **Person Specification**

#### **Education:**

- A first degree in any subject from nationally recognised institutions.
- A post graduate qualification in human resources management, reward management or other disciplines relevant to the post.
- Full membership of a nationally recognised professional human resource body such as CIPD, SHRM etc. obtained through professional experience and/or educational route.

#### **Experience and knowledge:**

- Ten years' or more experience in compensation and benefits including a minimum of 3 years at reward manager level.
- Experience of working within an international organisation and in cross cultural environments.
- Experience of leading the review and design of pay and benefit framework and schemes for international organisations.
- Awareness of the latest trends in pay, benefits and recognition programmes in international organisations.
- Experience of working with global salary benchmarking providers and pay data tools for salary surveys, salary reviews and management of benefits.
- Experience of managing budgets and of managing suppliers.
- Experience of using HR systems, knowledge of compensation & benefits reporting tools and advanced knowledge of Microsoft Excel.
- Experience of working in teams and of providing advice to a variety of stakeholders.

#### **Desirable:**

- Experience of working for inter-governmental organisations is highly desirable.
- Experience of designing compensation packages for long term consultants.



## Competencies

### **Respect for Diversity**

Works effectively with people from all backgrounds.

Treats all people with dignity and respect. Treats men and women equally.

Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.

Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.

Encourages others to evaluate systems, processes & behaviour to ensure respect for diversity is demonstrated

### **Adhering to Principles & Values**

Ensures that division/programmes operate in a manner aligned to the values and principles of the organisation

### **Accountability**

Takes ownership of assigned tasks, honours deadlines.

Ensures timely delivery of outputs within defined cost and quality standard parameters.

Takes responsibility for own shortcomings and compliances.

### **Communication**

Communicates and explains complex issues to a wide range of audiences, selecting the most effective medium

Sets parameters for others to ensure consistency of approach and style of communications

### **Developing & Applying Professional Expertise**

Summarises/presents technical information in a manner that others can understand

Operates without any technical or professional supervision

Acts as a technical advisor to others to facilitate achievement of desired outcomes

Uses specialist knowledge to bring an alternative perspective to a situation

Liaises with stakeholders to facilitate implementation of recommendations

Uses experience and advanced technical expertise to support others

### **Planning and Analysis**

Breaks long term plans into clear milestones

Builds in contingencies for potential obstacles

Takes corrective action if activities are off track



The Commonwealth

Uses past experience to inform future planning

Quickly and accurately identifies subtle themes and relevant issues in complex information

### **Adapting and Innovating**

Drives forward improvements and innovations within own area of responsibility, adding value where appropriate

Develops creative ideas into something practical and workable

Adapts approach and/or reconsiders decisions in light of new information

Promotes new ideas that are picked up by senior colleagues

Understands the motivations and objectives of differing groups and adapts approach accordingly

January 2015