

# Job Description: Benefits Manager

Function:	Transversal HR
Position:	Benefits Manager
Immediate manager (N+1 Job title and name):	Head of Pensions, Wellbeing and Benefits
Additional reporting line to:	N/A
Position location:	Salford

## 1. Purpose of the Job – State concisely the aim of the job.

- Support the Head of Pensions, Wellbeing and Benefits in the design, delivery and ongoing monitoring of an employee benefit and recognition offer that will deliver the wider HR strategy, which operates effectively, efficiently and remains legislatively compliant.

## 2. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Build and manage relationships and monitor the performance of third-party providers including managing the renewals/market review. Ensure providers are held accountable and deliver an excellent and cost-effective service.
- Design and implement robust and compliant plans for the delivery of cyclical and ongoing activities for benefits plans. Including the company's flexible benefits scheme/voluntary benefits programmes, recognition platform and service loyalty schemes.
- Build strong and effective relationships with key stakeholders in the PeopleServices/Payroll team to ensure that all relevant parties are delivering what is required in relation to the benefit offering, a truly collaborative HR team.
- Providing stakeholders with regular updates on new initiatives and improvements, providing training/education when required.
- Partner with the business to translate the HR strategy into deliverable plans that align with company strategy. Deliver ongoing communication and engagement strategies that are accurate, clear, and concise. Ensure that all sources of information are not only kept up to date but are accessible and engaging.
- Ensure regular monitoring of engagement/utilisation and conduct data analysis to monitor/adapt the benefits strategy as and when required.
- Act as a subject matter expert on matters relating to employee benefits and the resolution of complex queries.
- Regularly review and externally benchmark practices and the benefit/recognition offering to ensure statutory and regulatory compliance, and inclusive, fair and competitive benefits offer.
- Regular interaction with the finance to ensure that they understand spend and risk areas, such as the Private Medical Trust.
- Responsible for the co-ordination, supplier relationships, internal administration and annual budget adherence for the annual Long Service Awards.
- Delivery of ad hoc projects as and when required.
- Support and motivate team members in the management and prioritisation of workload and train/develop accordingly.

**4. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Establishment and maintenance of a best practice governance framework
- Compliant in salary sacrifice/national minimum wage regulation.
- Rigorous management of results/ROI
- Strategic and commercially aware resulting in the delivery of a competitive fair and inclusive benefits offer.

**5. Dimensions** – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

- Core projects impacting up to 39,000 employees (UK&I Active headcount)
- Supporting a flex benefit population of just over 4,000.

**6. Job profile** – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

- Extensive knowledge of benefits legislation.
- Strong numeracy skills and attention to detail.
- Knowledge of HR systems.
- Strong customer service skills.
- Strong communication, interpersonal and management skills.
- Analytical and critical thinking.
- Experiencing of managing multiple priorities and stakeholder requirements.
- Highly organized, responsive and able to work to tight deadlines.
- Delivery focused.
- High level of professionalism and confidentiality.

**7. Organization chart** – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.

