

Job Description: Reward Analyst - Compensation

Function:	Transversal Functions – Human Resources
Job:	Reward Analyst 2
Position:	Reward Analyst
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Reward Manager
Additional reporting line to:	
Position location:	Salford or London

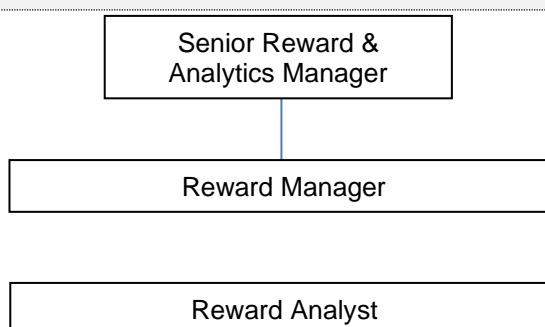
1. Purpose of the Job – State concisely the aim of the job.

- Support the Senior Reward & Analytics Manager in the management of the successful delivery of the core annual reward programmes, specifically, but not limited to Annual Management Bonus, Annual Salary Review, Gender Pay Gap and 3rd Party Market Data reporting and processes
- To be responsible for the analysis, manipulation, commentary and cost modelling of data in the most efficient manner in order to produce timely and accurate outcomes whilst driving continuous improvement via existing and/or new practices, processes and systems.

2. 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.

Characteristics ▪ Core projects impacting between 5,000 and 34,000 employees

3. Organisation chart – Indicate schematically the position of the job within the organisation. 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.



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

[Type text]

- Co-ordination and education of multiple and diverse stakeholders both within the UK & Ireland and global Sodexo structures
- Adherence to Sodexo's UK & Ireland and global policies, procedures and guidelines
- Execution of annual programmes in an accurate & timely manner without the support of dedicated reward systems

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

- Ensure Job Evaluation activities are managed in a timely and accurate manner using Hay methodology
- Provide, analyse and interpret market data in order to provide accurate compensation and/or benefits benchmarking
- Ensure global shared platforms are kept up to date with accurate information. For example, Job Code Library, Beqom, salary ranges, or insurances
- Build and manage 3rd party relationships such as Pay-Data, KornFerry, Watson Willis, etc. to ensure the most cost effective service is received
- Build effective relationships within Group Reward, HRBPs, PeopleServices, Finance, Payroll and wider teams within the business to support a collaborative working environment and query resolution
- Support the Reward Manager and Senior Reward & Analytics Manager in the execution of core annual activities using robust analytical techniques and advanced Microsoft Excel skills
- Identify opportunities for most effective use of HR management information and ways of working
- Regularly update the Reward Manager and Senior Reward & Analytics Manager on matters relating to compensation and/or benefits & recognition and escalate any potential issues in a timely manner
- Co-ordination and design of frontline and legacy band A reward schemes across UK&I Region
- Participate, under minimal supervision, in broad assignments and projects requiring analysis
- Maintain on-going communication with HR teams to ensure communication and dissemination of appropriate information on company reward initiatives
- Develop and present reward related training materials
- Provide analysis and reporting of reward related data on a ad hoc basis

6. 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.

- Core reward activities will be delivered accurately and timely
- Activities will be executed in the most time and cost efficient manners
- Key stakeholders will be educated as to what is required from them and when
- Strong and effective relationships will be built and maintained ensuring a joined up, collaborative HR

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

[Type text]

- Graduate calibre.
- Strong communication skills both written and verbal and experience of engaging with varied and senior stakeholders, both internal and external
- Experience of Job Evaluation methodology – Hay/Kornferry
- Experience of SAP HR and advanced user of Microsoft Office Programmes
- Experience of project co-ordination, systems analysis and high attention to detail and quality results
- Experience of managing multiple priorities and stakeholder (internal & external) requirements
- Highly organised and responsive and able to work to tight deadlines
- Committed to providing excellent customer service
- High level of confidentiality

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪ Employee Engagement
▪ Rigorous management of results	▪ Innovation and Change
▪ Performance and Reward	▪ Business Consulting
▪ Commercial Awareness	▪ HR Service Delivery

9. Management Approval – To be completed by document owner

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Document Owner	Ian Cullie		