



**LONDON BOROUGH OF MERTON**  
**CORPORATE SERVICES DEPARTMENT**  
**JOB DESCRIPTION**

**POST TITLE:** Pay, Reward and Employee Relations Manager

**Grade:** ME16

**DIVISION/SECTION:** Human Resources

**Responsible to:** Head of Organisational Development

**Responsible for:** HR Systems Co-ordinator, HR Advisor; Job Evaluation and Strategy

**Post number:**

**Date:**

## **1. MAIN PURPOSE**

- 1.1 The post holder will be the lead HR expert on issues relating to Pay, Reward and Employee Relations and manage the maintenance and production of high quality management information for the organisation
- 1.2 The post holder will also be responsible for the maintenance of the council's key HR information, ensuring that the council's technical establishment is maintained and the HR intranet is kept up to date and usable
- 1.3 The post holder will also be responsible for ensuring that the council's employment policies are constantly reviewed and updated in line with changes to employment law and precedents and management requirements.
- 1.4 The post holder will play a lead role in managing the relationships with the council's official trade unions.

## **2. MAIN DUTIES AND RESPONSIBILITIES**

- To facilitate and ensure the provision of high quality advice to managers in Merton related to pay, reward and employee relations
- To manage the production, maintenance and updating of a number of council HR policies and procedures, ensuring that they are legally compliant and supporting the council's organisational priorities
- To be responsible for the HR internet, intranet and extranet pages ensuring that they are up to date and acting as the first point of contact for manager's HR queries. This should also

involve developing transactional elements of these sites to allow manager to complete tasks without reference to HR

- To be responsible for the maintenance of the council's technical establishment – ensuring that it is constantly updated and matches the council's budget.
- To play a lead role in managing relationships with the council's trade unions, leading on negotiations and managing all elements of that relationship
- To develop and maintain the HR Information Strategy and to lead the development and production of a wide range of management information for the council to support effective decision making and management of the council's staff.
- To manage staff; ensuring that recruitment, training, development, appraisal, performance, workload allocation, quality assurance, risk and other management activities are carried out in accordance with policy.
- To develop strategies to assist the council in identifying and assessing potential areas of risk and opportunity, presenting these to management and supporting the delivery of them
- To lead on the client engagement with the organisation around employee relations, pay and reward issues – including liaising with colleagues at all levels of the organisation and providing reports for DMTs, corporate boards and CMT as required.
- To develop, and be responsible for the delivery of, creative solutions for team development
- To lead work with other local authorities around shared initiatives, systems and other opportunities; representing the council's interests.
- To lead on the equalities agenda within HR, ensuring that it is embedded both in the department and in the wider council as relates to HR issues.
- To manage corporate investigations/appeals with regard to individual people management policies
- To project manage through to implementation new employee relations initiatives to facilitate organisational change and effectiveness
- To keep professionally up to date on legislative changes, changes in working practices and other external initiatives for change identifying Human Resource implications and developing proposals in collaboration with managers.
- Researches, develops and presents complex reports to key stakeholders across the Council.
- Responsible for ensuring that all HR staff and managers are trained in HR policies and procedures pertaining to employment relations policies and procedures and relevant employment legislation.
- To champion data quality in the division, proactively appraising data produced by the service for robustness, ensuring that data quality issues are addressed, and corporate reporting requirements are met, as set out in the council's Data Quality Strategy.
- To be a part of the Human Resources leadership - participating in cross divisional work and representing the department elsewhere within the organisation as required
- To be responsible for their own personal development – taking the opportunities presented by the council and developing their own skills and experience where possible.
- To do any other task identified by their line manager or the Head of HR and that is commensurate to the level of the role.

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CORPORATE SERVICES DEPARTMENT  
PERSON SPECIFICATION**

**POST TITLE:** Pay, Reward and Employee Relations Manager  
**Grade:** ME16

### **Qualifications and Experience**

- Experience of delivering high quality pay, reward and learning and development advice to a large and diverse organisation
- CIPD qualified or with requisite management experience
- Experience of successfully managing the pay, reward and employment relations function in a comparable unionised and complex environment.
- Knowledge and understanding of the political nature of local government, the democratic process and the HR legal framework within which local authorities operate.

### **Skills and Knowledge**

- Ability to challenge existing practices and approaches and deliver improved HR solutions.
- Ability to work in partnership with a wide range of different managers with highly developed relationship management skills
- Ability to understand and develop complex employee relations and policy research and developing this into reports.
- Solutions and outcomes focussed – able to deliver for the business

### **Managerial and personal requirements**

- Good communication skills, both orally and in writing
- Experience of managing staff and able to develop and support them to ensure that they are best able to deliver for the organisation.
- Clear understanding of ways in which the council's policy of equality in employment and service provision can be reflected in all aspects of work of the team