

Role summary

This role will work within the HR team to provide responsive and effective HR analysis support across Foster + Partners local and international locations. You will be liaising directly with the HR Director, Senior stakeholders, employees and the relevant business functions and the wider HR and Payroll team. The person must be able to work within a team, be self-motivated, proactive and highly organised.

Role definition

Job Title: HR Data & Reward Manager

Reporting to: Head of Human Resources

Responsibilities

- Data Reporting and Analytics — collating, analysing and presenting HR analytics, headcount and international movement data for both HR and non-HR professionals.
- Data collection and in-depth analysis of Reward data
- Data collection and in-depth analysis of reward data by gender to design the Equal Pay Report, the Gender Pay Gap Report
- Develop and manage benchmarking data (currently Hay data)
- Development of tools and template graphs/tables for reporting employee and workforce data
- In conjunction with the Head of HR, develop the annual reward cycle system and reporting. Be involved in the process in order for the Board and Managing Partner to make informed decisions.
- Develop a robust job database analysis system.
- Ensure Sage People is utilised as the key tool for all inbound and outbound international assignments and business trips to monitor assignments
- Maintenance of electronic files
- Design and maintain calculators for Short Term Business Visitors, ensure all tax and legal immigration compliance forms are completed.
- In conjunction with Finance, monitor Permanent Establishment triggers
- Provide country modelling sheets for IA assignments to aid calculation of applicable assignment allowances
- Provide advice to both assignees and managers re. tax and reward
- In conjunction with Payroll, co-ordinate departure briefings and aid understanding of tax implications
- Develop understanding of the cost implications of international assignments and business trips in accordance with the policies and maintenance of the cost projection tools
- Monitor, trace and calculate exchange rate fluctuations and agree rates at the start of each financial year in accordance with company policy.
- Develop the external benchmarking recording and analysis for the annual review process and ad-hoc review.
- Involvement in departure and repatriation briefings with inbound and outbound assignees and business trips
- Develop relationships with international office location managers to ensure a smooth and timely transitions

- Monitoring expat expenses and longer time business travel expenditure
- Ad hoc global mobility projects including new office set ups

Qualities and skills required

- Legally able to work in the country in which the position is based.
- Excellent and advanced Excel and database expert (advanced level)
- HR / Reward experience essential
- Financial accountancy background would be of interest
- Well organised, strong communicator, and negotiator, able to prioritise and work under pressure, and have a thirst for knowledge and self-development
- Excellent interpersonal skills as you will be dealing with assignees and senior managers on a day-to-day basis
- Fluency in English, both written and spoken is essential including being able to draft documents with grammatical accuracy and ability to communicate well at all levels of the organisation.
- Excellent Microsoft office skills particularly Excel and Word are critical
- Knowledge of HR systems / databases would be useful
- Methodical, accurate and have excellent attention to detail including accurate data entry skills
- Able to demonstrate initiative and a pro-active approach to daily tasks
- Be committed to maintaining and promoting the high standards of the role, department and Company and maintain a high standard and professional image at all times
- To ensure discretion is exercised when dealing with sensitive information and enquiries and to ensure confidentiality is maintained at all times
- To maintain at all times, a friendly, courteous and helpful manner to colleagues, callers and visitors to the HR department
- Able to work as part of an effective team assisting and supporting HR team members
- Must be able to work effectively under pressure while remaining calm and professional at all times
- Able to work to deadlines and timely delivery of information
- Must enjoy working in a very busy, fast paced environment
- Be punctual and reliable
- Smart personal presentation and able to act as an ambassador on behalf of the HR Department and Foster + Partners

Desirable

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

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