

Job profile

Service and job specific context statement

Directorate:	Central Services
Service:	Human Resources
Post title:	Graduate Trainee – Pay, Reward and Policy
Grade:	E F G (6 months Grade E, 6 months Grade F, 12 months Grade G)
Responsible to:	HR Business Partner – HR Lead Policy and Development
Staff managed:	None
Date of issue:	April 2021
Job family:	P&T - Professional & Technical

Job context

The Pay, Reward and Policy Service is a specialist area of the Human Resources and Organisational Development Service within North Yorkshire County Council (NYCC), delivering professional advisory services to NYCC, varied partners and clients.

The activities of the team include provision of specialist HR advice, pay and reward, job evaluation, terms and conditions and corporate HR policy development.

Although the post will be based at County Hall, Northallerton, travel across the County may also be necessary to meet the requirements of the post.

All graduates are expected to participate in the 'corporate graduate development programme' – the content is as follows: -

- Corporate Induction
- Aspiring Managers Programme
- Senior managers' seminars (led by the Chief Executive)
- Managers webinars programme
- Access to on line material, including Ashridge Management College
- Graduate Network membership, including 'lunchtime learning'
- Mentor support
- Graduates will be offered the appropriate management skills training if they have staff to manage during their programme or to support their permanent placement following the graduate programme.

In addition, training and development on pay and reward processes including the two job evaluation schemes currently used at NYCC will be provided.

Career progression

- The post is a 2-year development post which may have some opportunities to be tailored in part (within reason) to meet the career aspirations of the postholder.
- The first 6 months will focus on learning the business of the team. In the second 6 months the postholder would take on more independent project work, in the second year they will be expected to manage a project independently with oversight rather than close supervision. They will also fully understand the nature of the

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business and be able to suggest organisational/operational change/developments as part of the leadership team.

Pay progression will be based on performance review at 6 months and then 12 months as follows:

- Months 1-6 Grade E
- Months 7-12 Grade F
- Months 13-24 Grade G

Job specifics

The post holder will support a range of initiatives within the Pay, Reward and Policy Team, working with colleagues across the Council and external partners to support the provision of effective services, including:

- supporting the review, development and implementation HR and OD policies to reflect legislative changes, national and local arrangements and best practice developments;
- supporting research and policy development and the strategic planning of the HR and OD service;
- supporting a range of pay and reward initiatives, procurement of services and have involvement in income generating activities;
- undertaking pay grading work using two nationally recognised job evaluation schemes (NJC and Hay);
- carrying out research and analysis on a multitude of pay initiatives to support a wide and diverse workforce across NYCC;
- supporting the provision and promotion of employee benefits and recognition schemes;
- contributing to and leading on elements of corporate HR policy, pay and reward projects;
- contributing to wider corporate HR related projects.

The role involves working on a number of HR initiatives and projects at any one time.

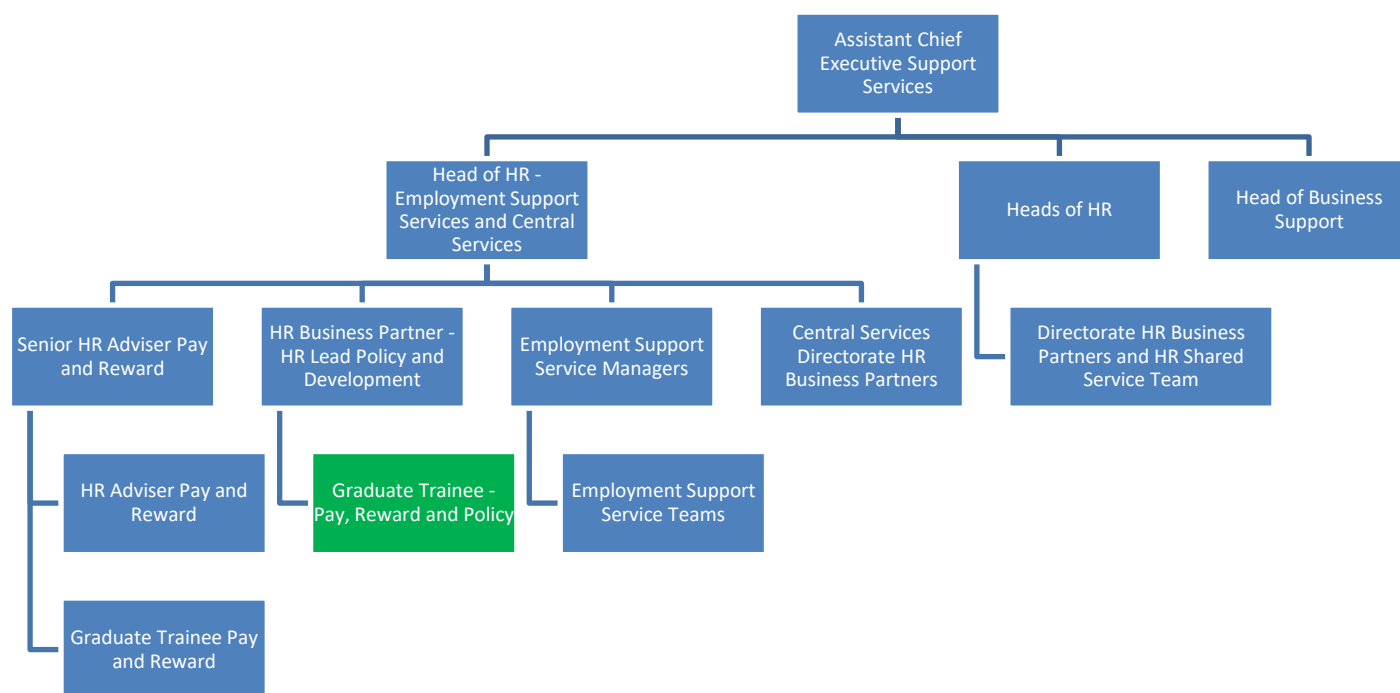
Discussion would take place with the graduate taking into account their career aspirations, professional and personal development needs and prior experience. This would ensure that the graduate has the best opportunity to secure required experience, skills and knowledge in terms of their own future career destinations whilst making an active contribution to the work of the service.

Graduates who join NYCC are expected to:

- achieve the objectives set for them;
- ask for help/clarity where needed;
- develop their knowledge through self-directed study – further research, reading and questions;
- fully participate in all training opportunities through on the job experience, mentoring and coaching and formal training and learning;
- work toward becoming professional member/associate where appropriate;
- make the most of the opportunities available within NYCC; and
- demonstrate NYCCs expected behaviours of:
 1. focussing on customers and communities;
 2. taking responsibility;
 3. working together;
 4. acting with Integrity
 5. building a culture of continuous improvement and innovation; and
 6. leading by example.

Structure chart

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Job Description

Job purpose	The core purpose of this role is to support and deliver on a range of pay, reward and policy initiatives and projects to effectively meet the needs of the organisation.
Operational management	<ul style="list-style-type: none"> Undertake project activities to assist in the delivery of the Pay, Reward and Policy Service. Support the various activities of the Pay, Reward and Policy Team including acquiring and maintaining specialist knowledge, supporting on related policy and process, determining appropriate learning requirements and resources and ensuring colleagues are sufficiently briefed and aware of the subject matter. Alongside team colleagues, support and advise managers about HR, pay and reward policies and initiatives Develop knowledge in order to provide advice and guidance on specific issues relating to policy, pay and reward activity; Collect, collate and analyse data in a consistent manner and record such data appropriately. Deliver a quality service to both internal and external customers as required; Provide a complete 'end to end' service delivery, establishing ownership and closure as needed. Operate as a reflective practitioner in relation to personal skills and operating practices, as well as engaging in a peer review approach.
Communications	<ul style="list-style-type: none"> Develop and maintain effective relationships with HR colleagues, managers, partners and stakeholders.

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	<ul style="list-style-type: none"> As appropriate, act as a mentor/coach to other staff, leading on development activities for the team as required. Develop and build knowledge to provide proactive advice and guidance, when working with managers, staff and stakeholders to achieve service aims and targets.
Partnership / corporate working	<ul style="list-style-type: none"> Working with staff from across the different services of the County Council and partner organisations in some cases to support the efficient and effective delivery of services and achievement of project objectives. Ensure links between the project and stakeholders are developed and maintained to provide an efficient service. Develop an understanding of the wider role of the County Council across North Yorkshire
Resource management	<ul style="list-style-type: none"> Utilise and update/develop management information to facilitate achievement of objectives; Support colleagues with implementation of service developments as needed; Responsible for the provision of professional guidance and supervision to managers and colleagues within specific areas of pay and reward. Identify and recommend appropriate action to colleagues, and develop and implement guidance and action plans to enable and facilitate the delivery of key initiatives.
Systems and information	<ul style="list-style-type: none"> Requirement to use a range of computer systems including, MS Office, SharePoint, Intranet/Internet. Adopt new ways of working when new systems are introduced, use systems to manage and progress projects and case work, analyse and report on relevant data and to maintain effective communication. To utilise key HR systems i.e. ResourceLink, Lagan, MyView, Insight and Pay systems and promote benefits of the systems with managers; support managers and colleagues to use systems and monitor compliance.
Policy and projects	<ul style="list-style-type: none"> Contribute to policy development, consultation and implementation process. Contribute to and represent the policy, pay and reward service and NYCC at working groups, meetings and corporate groups; Support on Directorate and Corporate projects as appropriate with support from relevant service colleagues.

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Person Specification

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> • Good understanding of how policies/procedures can be applied in practice to result in required outcomes. • General understanding of human resources theories and practice. • Understanding of the importance of good employee relations and good trade union relationships 	<ul style="list-style-type: none"> • Knowledge of employment legislation • Knowledge of change management processes • Knowledge of job evaluation principles • Good working knowledge of local government or the wider public sector
Experience <ul style="list-style-type: none"> • Experience of managing a busy workload within set deadlines • Experience of liaising and communicating effectively • Experience of producing clear and concise short reports • Experience of successfully leading on projects and assignments and taking a risk based approach • Experience of completing research and making recommendations based on findings • Experience of delivering briefings and presentations 	<ul style="list-style-type: none"> • Experience of working in a corporate and political context • Experience in supporting change management programmes • Experience of supporting the development of policies/procedures • Experience of working on multiple initiatives/projects simultaneously
Occupational Skills <ul style="list-style-type: none"> • IT skills across a range of office packages • Statistical, analytical and data gathering skills and interpretative ability • Communication, presentation and interpersonal skills • Problem solving skills and the ability to find innovative solutions • Influencing and negotiating skills • Commitment to the performance management culture with the ability to set high standards, deliver objectives and challenge managers appropriately • Delivering briefings and training to managers/other staff • Flexibility and ability to work with ambiguity • Basic project management skills 	<ul style="list-style-type: none"> • Policy formulation skills • Coaching/mentoring • Policy implementation skills
Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role <ul style="list-style-type: none"> • Educated to first degree level 	<ul style="list-style-type: none"> • HR / OD module as part of degree • First degree in HR/OD or other relevant subject • CIPD qualification
Other Requirements <ul style="list-style-type: none"> • Resilient • Team worker/collaborative working • Self-motivated 	

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- Commitment to equal opportunities
- Ability to travel around the county and beyond

Behaviours

[Link](#)

It is important that in your application you address the following in the supporting/additional information section of the application form. We will use this to shortlist applications, in addition to any specific requirements listed for the role.

1. Why you have applied to the NYCC graduate programme. (max 200 words)
2. What you see as the key challenges ahead for Local Authorities, specifically North Yorkshire County Council.
3. Referencing our behaviours framework, provide detailed evidence using examples of your ability to; (Max 200 words per bullet point (Total 1400 words)
 - > Focus on customers and/or communities;
 - > Take responsibility;
 - > Work collaboratively with others;
 - > Act with Integrity;
 - > Continuously improve and innovate;
 - > Lead by example: and
 - > above all, deliver high quality work with positivity and passion.
4. What impact you think you will have if appointed to the programme. (Max 200 words)