JOB DESCRIPTION

Job Title	Head of Reward	
Reporting to	Director, People Services (dotted line to Director, Research and Faculty Office)	
Department	People Team	
Job Family	Business Services	Level 5

About the School

At London Business School, we strive to have a profound impact on the way the world does business and the way business impacts the world. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school.

With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customised executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses.

With London in our hearts, we draw from its status as a financial, entrepreneurial and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide.

About the Department

Our Vision is to shape a collaborative and diverse community, where talented people grow, realise their potential and deliver our School's vision with pride.

Our mission is to partner the School to optimize our culture, the way we organize ourselves and our employee experience; so we can attract, select, inspire and develop talented people and teams delivering world-class performance.

The People Department provides a comprehensive range of People Services to professional services departments and comprises four main areas: Business Partnering and four Centres of Expertise: People Services (encompassing Reward, Systems & Data, ER, Policy & Operations), Talent (encompassing Talent Acquisition, Talent Development, Engagement & Wellbeing), Diversity, Inclusion, and Belonging, and Organisational Design.

The People team works closely with Heads of Departments and their people managers, supporting them to deliver their business goals through enabling and empowering their people

Job Purpose

To deliver best in class, fair and competitive total compensation management services, that are aligned with the School's strategic priorities, ensuring we can attract, reward and retain talent across Staff and provide pension services to Faculty.

Key Areas of accountability and Key Performance Indicators (KPIs)

Key areas of accountability:

- Develop and manage total compensation management services including pay policy, annual pay review, job evaluation, benefits plans, and pension schemes for staff.

- Contribute to the development of the People Team strategy to enable the realisation of the School's vision on total rewards for staff.

- Promote and communicate the School's pension and assurance schemes to new and existing faculty and staff, including the impact of new legislation and scheme rule changes. Engage with and consult the Pensions Task Force on pensions issues as appropriate. Work collaboratively with the RFO Faculty HR team on all pension issues relating to faculty.

- Lead on any specific casework, such as early retirement claims or death in service, (liaising with next of kin as appropriate), and undertake all regulatory and scheme reporting requirements associated with the School pension schemes.

- Plan and conduct total compensation and benefit reviews, ensuring the School provides relevant and competitive schemes to staff. Provide analysis of review outcomes and implementation of agreed actions.

- Provide variable and non-variable pay modelling and evaluation for staff. .

- Partner with relevant leadership stakeholders to understand their strategic goals and provide job evaluation, compensation and benefits expertise to support and facilitate effective decision-making.

- Develop Reward policies and procedures for staff and help embed them across the School to ensure best practice and legal compliance.

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- Track job level, compensation and benefits benchmark data for staff to ensure prevailing total compensation are competitive and compliant against external comparators.

- Establish networks across organisational peer groups and outside of London Business School to gather and share information to ensure that total reward services are delivered in line with industry best practice.

KPIs:

- Well defined, clearly communicated and executed reward strategies for staff and/or plans for area of work.
- Trusted adviser relationships developed with key stakeholders regarding pensions, benefits, and reward.
- Excellent stakeholder feedback.
- Development of high-quality reward policies and processes for staff.
- Smooth operation of reporting cycle in own area producing highly-accurate data which informs decision making.
- Contribution to cross-School initiatives.
- Projects delivered on time, on budget and to quality standards.
- Accurate budgets developed, no overspend and value for money demonstrated.

Knowledge/Qualifications/Skills/Experience required

- Extensive experience in leading Reward services in complex organisations.
- A professional qualification or relevant experience.
- Management of pension schemes.
- Excellent planning and project management skills.
- Track record of setting and meeting tight deadlines.
- Excellent understanding of leading job evaluation and job analysis.
- Experience of managing and running end to end pay review cycles.
- Extensive knowledge and experience of building and promoting innovative compensation packages.
- Knowledge of managing and advising on occupational/group pensions benefits.
- Strong analytical skills
- Excellent influencing skills, with the ability to negotiate, collaborate and influence.
- Proven financial management skills and commercial acumen.

Staff	One
Date Updated	January 2023

Resources including team management
Reward Advisor