

## Head of Compensation & Benefits PS

<b>Job Title: Head of Compensation &amp; Benefits Person Specification</b>		
<b>Education and Training</b>	<b>Essential</b>	<b>Desirable</b>
Diploma or bachelor's degree in finance, business management, human resources, or related field	√	
Evidence of commitment to continuous professional development	√	
A recognised payroll qualification		√
<b>Experience</b>		
Demonstrate evidence of substantial, relevant Compensation, Benefits and Rewards experience	√	
Experience of working in a large, complex organisation	√	
Experience of leading a team	√	
Project management experience	√	
Experience of working in local government or the education sector	√	
Experience of delivering training		√
<b>Knowledge and Skills</b>		
Knowledge of compensation and benefits regulations, trends, and practices	√	
Knowledge of job evaluation practices and C&B surveys/benchmarking	√	
Knowledge of the payroll process, including PAYE, NICs and normal payroll deductions	√	
Advanced MS Excel skills	√	
Advanced numerical skills and data analytics	√	
Working knowledge of pensions schemes and ability to develop knowledge and skills in this area	√	
Understanding of LGPS and TPS		√
Excellent interpersonal skills including the ability to form rapport and build good working relationships with others and lead a team	√	
Able to plan and manage a busy workload / department	√	
Able to find solutions and make rational, well informed decisions	√	
Understanding of compensation and benefits packages and management of these within payroll	√	
<b>Personal Attributes</b>		
Positive and solution focused with a flexible approach to work	√	
Self-motivated and proactive	√	
Reflective and keen to develop self and others	√	
High levels of integrity, able to ensure confidentiality	√	
Able to influence and inspire confidence and trust	√	
Good communicator both orally and in writing	√	
Well-developed organisational skills and the ability to meet deadlines	√	
<b>Safeguarding</b>		

## **Head of Compensation & Benefits PS**

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.