

Position Description

Position Title:	Manager (Remuneration)
Position Classification:	Level 9
Position Number:	317163
Faculty/Office:	Human Resources
School/Division:	Employee Relations, Reward & Policy
Centre/Section:	
Supervisor Title:	Associate Director (Employee Relations, Reward & Policy)
Supervisor Position Number:	316801

Your work area

Human Resources drives the University's people strategy to attract, develop and retain the highest quality people to support the University's goal of being in the world's top 50 University's. We provide a high quality, responsive people management and advisory service.

Reporting structure

Reports to: Associate Director (Employee Relations, Reward & Policy)

Direct reports: Adviser (Remuneration and Classifications) and Adviser (Remuneration and Benefits)

Your role

As the appointee you will lead and drive the University's remuneration function. You will have a significant role in establishing, developing and influencing the University reward strategy. You will also provide high level strategic remuneration advice and solutions which aligns with the University's strategy.

The role manages a range of remuneration and benefits services including the Executive and Senior Leader remuneration framework, classifications, job evaluation, promotions, allowances and superannuation. The role works in partnership with the business to facilitate and implement remuneration and benefits services that contribute to and improve the image of the University as an 'Employer of Choice' and a great place to work.

Your key responsibilities

Lead and develop, design, implement, and evaluate the University's remuneration and reward program including base salary benchmarking, variable pay/incentive options, gender pay equity and employee reward/benefits across all levels

Identify, drive and propose effective and appropriate changes and enhancements to existing remuneration frameworks to meet internal and external needs

Build and enhance remuneration/reward analytics

Provide specialist advisory services to ensure remuneration and reward practices support the University strategy and meet all legal requirements.

Establish and build strong relationships with HR partners and other key stakeholders to support the University by providing consultative remuneration advice

Provide high level advice on market rates of remuneration for roles up to and including Executive and Senior Leader roles

Develop and influence policy, strategies and tools for the management and delivery of the remuneration function

Manage and lead the operations of the remuneration team, providing support, guidance and capability building to team members

Apply an extensive and in-depth knowledge and understanding of remuneration, identifying emerging trends impacting on the University's remuneration strategies

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualification or demonstrated equivalent competency

Substantial and extensive management experience in remuneration practices and a strong knowledge of latest trends and techniques

A comprehensive knowledge of contemporary human resource practice and procedures, particularly in the field of remuneration

A commitment to lead and drive a high level of customer service and demonstrated ability to partner with clients in delivering outcomes and achieve strategic direction

Demonstrated leadership capability to manage a team and deliver strategic and operational advice to support leaders on a wide range of HR matters

Strong influencing and critical analysis skills with proven ability to build relationships and solve problems creatively, utilising sound judgement

Demonstrated ability to translate and communicate technical information to different audiences

Excellent interpersonal, verbal and written communication skills, with an ability to work collaboratively and high level consultation and negotiation skills

Excellent organisational and project management skills and demonstrated ability to set priorities and to meet regular deadlines

Strong ability to concisely and quickly generate insights from data

Special requirements (selection criteria)

There are no special requirements.

Compliance

Workplace Health and Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

Inclusion and Diversity

All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at http://www.hr.uwa.edu.au/publications/code_of_ethics; <http://www.web.uwa.edu.au/inclusion-diversity>