The Commonwealth

JOB AND PERSON SPECIFICATION

The Commonwealth

Job Title: **Reward & Compliance Adviser**

Division: **Human Resources & Facilities Management Division**

Grade: **G**

Reports To: **Director – Human Resources & Facilities Management Division**

General Information

The Commonwealth Secretariat is the principal intergovernmental body of the Commonwealth, responsible for advancing and achieving the shared goals of the association's 56 member governments in advancing democracy, development and respect for diversity. The Secretariat is headed by the Secretary-General who, as the Chief Executive of the organisation, is responsible and accountable for overall leadership, management and delivery.

The HR function is expected to continuously seek to align the Secretariat's people capacity with its mission, capabilities and changing mandates to ensure that it delivers its strategic and operational outcomes. In addition, the HR Team develops and implements HR management policies, procedures and practices suitable for a modern international organization, taking into account the Secretariat's needs and best practice.

Job Summary

The post-holder is responsible for managing, developing and communicating the organisation's pay and benefits framework in line with our People Strategy, providing expert advice on pay and benefit matters in an international context and managing effective pay and benefits administration. The post-holder is also responsible for compliance, audit and risk for the HR function.

Task Description

Reward and Benefits

- Acts as the point of reference for HR colleagues seeking advice and guidance in relation to the application and interpretation of pay and benefits. Acts as the specialist adviser on pay and benefits within the Secretariat.

- Works with Director, Human Resources and Facilities Management (HRFM) to undertake salary surveys, review the existing pay and benefits framework, benchmarking and annual salary review process for Commonwealth Secretariat staff across 3 locations of London, New York and Geneva and develop proposals that support our aims to be competitive in the inter- governmental sector and to be able to attract and retain Commonwealth talent.

- Ensures the development of a Performance Management reward framework. Works with the Director, HRFM to establish structures for linking pay to reward including a bonus framework. Developing incentive strategies that include financial and non-financial components.

- Manages the relationships with external suppliers for benefits and pay data and manages the procurement of these professional services.

- Ensures effective administration of pay, benefits and well-being provisions, including clear and regular communication of benefits to staff.

- Ensures the development of organization development framework and implementation of staff wellbeing initiatives at the Secretariat.

- Manages the Secretariats' benefits programmes, which may include health insurances, retirement, pension and gratuity schemes, among other benefits.

- Provides the Finance and Management Information Section with monthly payroll data reconciliation, pension scheme enrolment, annual compliance reports for tax and national insurance purposes and the annual pay review administration from the payroll perspective.

- Works with the Director HRFM to ensure effective workforce planning and staff budget administration.

- Ensures consistent application of the in-house job evaluation system and manages risks associated with this.

- Manages and provides leadership in the development of the Human Resources Information System and information sharing amongst HR staff.

- Provides reports to the Secretariat's insurance providers as required. Liaises with the insurance broker on benefits queries, service monitoring and complaint resolution providers and assists the Director of HR on our annual renewal process.

- Manages contract administration and benefits administration for long-term experts, reviewing terms and conditions where required.

- Consults with external experts and the Legal Counsel on the Commonwealth Secretariat's tax liabilities and immunities as they pertain to our staff in Geneva and New York to ensure that these are managed appropriately

- Builds relationship with the Foreign Commonwealth Development Office (FCDO) and other agencies as required.

Compliance

- Manage corporate compliance, audits and risk from the HR perspective ensuring that audit recommendations and risk mitigations are delivered within required timescales.
- Oversee and manage Secretariat staff travel security and safety, ensuring that requirements are regularly communicated to staff.
- Responsible for the HR aspects of business continuity planning and crisis management including reviewing and building business continuity plans and reviewing processes for dealing with issues such as terrorist attacks, etc.
- Supports the HR Director in developing, managing and monitoring the HR budget.

General

- Participates in and/or manages assigned projects as directed and required by the Director, HRFM.
- Supports the Director, HRFM in her role as the Safeguarding Lead.
- Supports the Director, HRFM as the Communications lead for the Division.
- Line management of HR Officer (s).
- Adheres to the Gender Equality values of the Commonwealth as enshrined in the Charter and Secretariat's Gender Equality Policy.
- Performs any other duties as may be required from time to time.
- Additional responsibilities may be added in the role based on business needs.

Person Specification

Education

Essential

- A first degree in any subject from nationally recognised institutions.
- A post graduate qualification in human resources management, reward management, employee relations, organisational behaviour or other disciplines relevant to the post.

Desirable

- Certification in Total Rewards as a Specialist from an internationally recognized institute.
- Certified Recruitment Analyst from an internationally recognized institute.

- Any other relevant international certifications.

- Full membership of a nationally recognised professional Human Resources body such as CIPD, SHRM etc. obtained through professional experience and/or educational route.

Experience and knowledge

Essential

- At least ten years' experience in compensation and benefits including a minimum of 5 years heading the Rewards and/or Organisational Development function.

- Experience of working with diverse teams and in cross-cultural environments.

- Experience of leading the review and design of pay and benefit framework and schemes for large, complex organisations.

- Awareness of the latest trends in pay, benefits and recognition programmes in international organisations.

- Experience of working with global salary benchmarking providers and pay data tools for salary surveys, salary reviews and management of benefits.

- Experience of managing budgets and of managing suppliers.

- Experience of using HR systems, knowledge of compensation and benefits reporting tools and advanced knowledge of Microsoft Excel.

- Experience of Line management of individuals and teams.

- Knowledge of risk audit and compliance related to HR.

Desirable

- Experience of working for inter-governmental organisations is highly desirable.

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Competencies

Respect for Diversity
Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making. Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group. Encourages others to evaluate systems, processes & behaviour to ensure respect for diversity is demonstrated.
Adhering to Principles and Values
Ensures that division/programmes operate in a manner aligned to the values and principles of the organisation.
Accountability
Takes ownership of assigned tasks, honours deadlines. Ensures timely delivery of outputs within defined cost and quality standard parameters. Takes responsibility for own shortcomings and compliances.
Communication
Communicates and explains complex issues to a wide range of audiences, selecting the most effective medium. Sets parameters for others to ensure consistency of approach and style of communications.
Developing & Applying Professional Expertise
Summarises/presents technical information in a manner that others can understand. Operates without any technical or professional supervision. Acts as a technical advisor to others to facilitate achievement of desired outcomes. Uses specialist knowledge to bring an alternative perspective to a situation. Liaises with stakeholders to facilitate implementation of recommendations.

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Uses experience and advanced technical expertise to support others.
Planning & Analysis
Breaks long term plans into clear milestones. Builds in contingencies for potential obstacles. Takes corrective action if activities are off track. Uses past experience to inform future planning. Quickly and accurately identifies subtle themes and relevant issues in complex information.
Adapting and Innovating
Drives forward improvements and innovations within own area of responsibility, adding value where appropriate. Develops creative ideas into something practical and workable. Adapts approach and/or reconsiders decisions in light of new information Promotes new ideas that are picked up by senior colleagues. Understands the motivations and objectives of differing groups and adapts approach accordingly.

January 2025



Human Resources Division
Marlborough House Pall Mall London SW1Y 5HX
United Kingdom
www.thecommonwealth.org