

Service Document Standard Form:

Role Profile

People Partner – Reward & Recognition

Linked documents: Job Evaluation Guidance Note



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ROLE DETAILS:

Role Title:	People Business Partner – Reward & Recognition
Grade:	Scale J
Service area:	People Directorate
Responsible to:	Head of People Services

PURPOSE OF THE ROLE: *Why the role exists and what it has to achieve*

The People Business Partner for Reward and Recognition will be instrumental in developing the direction of the reward and recognition agenda for the Service. They will be responsible for challenging the status-quo and developing and implementing initiatives that align with the Service's needs, priorities and aspirations of being an employer of choice.

This role plays a key part in shaping and delivering a competitive, equitable, and forward-thinking reward and recognition proposition that supports workforce engagement and performance. They will collaborate with various stakeholders to ensure that compensation and benefits are competitive, equitable, and designed to attract, retain, and motivate employees.

The postholder will take ownership of projects, taking accountability for delivering this within the Service, for developing our people offering and ensuring there is a holistic approach to reward and recognition that aligns to our strategy and values.

DIMENSIONS OF THE ROLE: *The key statistics associated with the role*

Financial (direct or non-direct): No direct budget however the post-holder will have access to the People Directorate budgets for design, and implementation of reward and recognition activities.

Staff responsibilities (direct or non-direct): The post does not have direct line management responsibilities. However, the postholder will be required to coordinate and collaborate with managers at all levels across the Service.

Metrics and Reporting: Analyse compensation and benefits data to identify trends, gaps, and opportunities for improvement. Conduct regular market and sector analysis to ensure competitive compensation and benefits packages. Draft and present regular reports to governance boards as appropriate.

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PRINCIPAL ACCOUNTABILITIES: *What the role is accountable for and required to deliver*

Key Responsibilities:

- **Programme Development:** Design and implement reward and recognition programmes, including reviewing salary structures, allowances, incentive plans, and employee recognition initiatives.
- **Stakeholder Collaboration:** Partner with senior management, people teams, finance, and other business stakeholders to ensure reward policy decisions align to overall Service goals and are governed and documented.
- **Market Analysis:** Conduct regular market and sector analysis to ensure competitive compensation and benefits packages and to inform our future approach to initiatives, which is supported by feedback gained from key stakeholders.
- **Policy Management:** Develop and maintain policies related to compensation, benefits, and recognition, ensuring compliance with legal and regulatory requirements. Reward and recognition procedures will need regular review, and in some cases overhauling to provide streamlined methods of operations for staff and managers across the Service.
- **Employee Engagement:** Promote employee engagement through effective reward and recognition strategies, fostering a positive and motivating work environment.
- **Data Analysis:** Analyse compensation and benefits data to identify trends, gaps, and opportunities for improvement. Using data and insights to inform reward and recognition practice for all staff groups, seeking to ensure consistency of practice and whilst monitoring compliance with equality legislation.
- **Systems:** Work in close collaboration with the People Management Information and Systems lead on the reward aspects of the development of metrics for a People dashboard and on future analytics projects as and when relevant.
- **Communication:** Communicate reward and recognition programmes effectively to employees, ensuring transparency and understanding.
- **Performance Management:** Support performance management processes by integrating reward and recognition strategies that drive high performance.

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- **Budget Management:** Working with the finance team, produce recommendations on impacts to budgets related to reward and recognition programs, ensuring cost-effectiveness and alignment with Service priorities.
- **Best Practices:** Stay updated on best practices professionally (CIPD) and within the sector, in reward and recognition and integrate them into the service's proposition.
- **Compliance:** Ensure all reward programmes comply with UK employment law, tax regulations, and industry standards, including pension schemes, gender pay gap reporting, and other legal requirements.
- **Research:** Undertake research into general employee benefits and staff discount schemes recommending where the Service might access a range of non-pay staff benefits which offer attractive rewards to employees and value for money for the Service
- **Reporting:** Provide insights and data-driven recommendations on compensation and benefits costs, trends, program effectiveness, and market competitiveness. Prepare and present reports for senior leadership team
- **Project Management:** Undertake management of the project, ensuring deliverables are achieved at each milestone – Support Staff Pay Review / Service Allowance Framework / Reward and Recognition

DECISION MAKING:

Make decisions:

To use professional judgement to make decisions and make recommendations on the C Support Staff Pay Review / Service Allowance Framework / Reward and Recognition deliverables

Significant say in decisions:

To promote, suggest and implement improvements to working practices, systems and to personal and organisational performance.

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CONTACT WITH OTHERS: *The frequent contact the role holder has with others and for what purpose*

Internal:

Establish and maintain effective working relationships with colleagues at all levels across the Service.

External:

- Other Fire and Rescue Services
- Local Government Association
- Responsible for networking with other services and private sector organisations to be able to inform internal processes and undertake benchmarking activities.
- CIPD
- National Fire Chiefs Council
- Other national networking forums to identify good practice

PERSONAL REQUIREMENTS:

- To participate in a programme of continuous personal and professional development relevant to the role
- To be committed to protecting and respecting the privacy of individuals and the responsible handling of personal information
- To ensure all aspects of health and safety are adhered to. Ensuring that all employees, visitors, contractors etc. within the area are following statutory requirements and Service policies and procedures
- To support the effective implementation and embedding of relevant policies and procedures
- To support the effective implementation and embedding of equality, diversity and inclusion
- To share the Service's commitment to safeguarding and promoting the welfare of children and vulnerable adults
- To undertake, with appropriate training, the duties of other roles as required
- To mentor and coach employees as required
- Attend meetings as required and submit information in appropriate formats as required
- To undertake any other duties which fall within the broad spirit, scope, levels and purpose of this role that may reasonably be required from time to time, at any location required by the Service

Behaviours we are looking for:

- **Professional:** Upholds integrity, compassion, and respect. Values diversity and advocates inclusiveness
- **Connected:** Personable with strong communication skills. Builds meaningful relationships and manages stakeholders effectively

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- **Empowering:** Supports team success, celebrates achievements and fosters a collaborative environment
- **Ambitious:** Creative problem solver who embraces new technology. Proactive and able to juggle multiple projects

REQUIREMENTS: Essential Criteria

The skills, knowledge, qualifications and training required to perform the role

Qualifications & Training:

- Educated to GCSE level or equivalent in Maths and English
- Degree level education and/or extensive experience within the Reward & Recognition field.
- Level 5 CIPD or equivalent level of experience

Experience:

- Minimum of 5 years of experience in HR, with a focus on compensation, benefits, and employee recognition.
- Experience with using job evaluation systems such as Willis Towers Watson, Mercer IPE or Hay and compensation tools
- Experience of implementing and delivering successful partnership working with both internal and external partners
- Demonstrates the ability to work confidently within a team and to interact with individuals in a friendly, courteous manner and is tolerant in their approach

Skills & Knowledge:

- Strong interpersonal and communication skills
- The role holder will need to be comfortable in dealing with large amount of data, and have the ability to interpret that data to provide useful information for the various stakeholders and boards across the Service.
- Excellent written and oral communication skills, which include the ability to communicate and present to a variety of audiences at all levels, write reports, business cases and policies/procedures.
- Analytical skills to measure and report on programme outcomes
- Excellent problem-solving skills
- Worked within an organisation that has experienced/is experiencing a strong change agenda and evidence of assisting in the influence of change
- Possess excellent planning and organisational skills
- Openness to change and actively seeks to support it
- Ability to work to time-sensitive deadlines and attention to detail
- Excellent influencing, consultation and communication and customer service skills
- Able to work on own initiative and without direct supervision confidently
- Decision making

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- Project management
- Able to prioritise work to meet deadline and organise a busy work schedule

Other

- Ability to travel to other locations within the county of Buckinghamshire and Milton Keynes

REQUIREMENTS: Desirable Criteria

Qualifications & Training:

- Membership of continuous development body

Experience:

- Public sector experience
- Experience working within an HR or OD function in a specialist advisory role
- Fire Service / Local authorities

Skills & Knowledge:

- Evidence of research experience gained through work or study.
- Networking skills

Other

- Full UK valid driving licence

ANY ADDITIONAL INFORMATION: *Information relevant to the role.*

The post holder will be expected to have a flexible approach to work, possessing a high level of integrity, honesty, reliability and confidentiality.

This role profile will be supplemented by annual objectives, which will be developed in conjunction with the role holder. It will be subject to regular review and the Service reserves the right to amend or add to the content listed above.