ROLE DESCRIPTION:
TOTAL REWARDS MANAGER

WHAT YOU DO

You are responsible for the local Total Rewards delivery for all countries in scope. You act as a strategic rewards partner to different business areas presented locally. You secure implementation of rewards practices and principles, global compliance and local relevance. You oversee all programs in the areas of compensation, benefits and mobility.

WHO YOU ARE

You are a subject matter expert in wide range of rewards areas as mobility, pension, benefits, variable pay, base pay, job architecture, etc. You are excellent project manager and people leader, can facilitate decisions with senior stakeholders, have high level of communication, advisory and business partnership skills.

HOW YOU DO IT

By acting in line with our values and being a role model, you contribute to your own and H&M Group's business success.

No matter what your role may be at H&M Group – WHAT you do is as important as HOW you do it.

WHAT YOU DO

Your responsibilities

Core Compensation	
	• Lead the implementation and execution of H&M Group Total Rewards Strategy for all organizations having employee presence in the countries in scope.
	• Drive the rewards agenda and input to strategic HR plans for the region
	• Drive market competitiveness in the supported region by implementing rewards best practices, introducing local and globally aligned compensation and benefit plans and securing fair and equal treatment of colleagues in the group.
	• Overseeing the management and delivery of global compensation programs related to base pay, e.g., Salary Review, Salary Increase Budget Planning, Salary Structures, Survey Submission.
	• Securing implementation of global deliveries and rewards processes, e.g., Generic Gob Framework, global salary review, compensation data management in core master data systems.
	• Securing implementation of local compensation and benefit processes and operations, management of local vendors, global benefits management.
	• Securing compliance and alignment with global total rewards philosophy, policies, processes and guidelines, local communication, training and instatement of the practices.
	• Securing that local practices and needs are captured and catered for, either locally or through global programs, through active total rewards business partnering to local HR organizations
	• Ensure compliance with the local rewards practices for the countries in scope
	• Facilitating alignment between global and local needs, facilitating prioritization of global initiatives.
	• Facilitating alignment between different business organizations on rewards topics to achieve common approach and delivery where needed.
	• Implement technical solutions that are connected to rewards and collaborate with Rewards Community of Expertise (CoE) and Business Tech function for future tools.
	• Drive the local agenda for continuous improvement of how employee compensation data is stored and managed in the core master HR data system and facilitate any improvement projects, govern any developments in the system securing they are in line with global standards for compensation data management.

Rewards Business Partnership	- Provide support, guidance and advice on compensation, benefits and mobility to senior leaders and HR community in the region. Coach stakeholders on handling rewards matters. - Support local HR teams engaged with compensation and benefits. - Share best practice and expertise with leaders ongoing and during key rewards processes, guaranteeing "one consistent people experience" across the different organizations present in the region. - Advise managers on and manage off-cycle increases in line with global standards, local salary levels, and local collective labor agreements - Advise on types of contracts facilitating global talent management and movement between countries. - Follow market trends and rewards innovation and share insights with CoE Total Rewards and Regional HR leaders. - Partner with Finance and HR Leaders on rewards related topics
Management and leadership	- Manage the delivery of the local total rewards organization through people - Facilitate the team development and engagement - Manage all people related processes for the assigned team - Coach the team and facilitate problem solving where needed
Strategy/Decision making	Decides on relevance of local salary structures and decides on adjusting those. Makes recommendation for salary increase budget planning. Finalize and own the local total rewards plan (after alignment with the people strategies of the different brand and functions). Analyze, recommend, and confirm to Global CoE TR on the need of local process exceptions for global processes. Decides on local vendor selection for local benefits (in line with overall procurement process and within the planned budget). Governs the application of Global Compensation Management Guidelines and advises the business and HR on those (business owns the decision).
Collaboration/Stakeholder management	- Collaborates with Head of HR of the different organizations, HR Managers and HR Business Partners - Collaborates with Regional Manager and Regional Management Teams - Collaborates with Senior Business Leaders within the different organizations. - Secures multidisciplinary collaboration within local total rewards community and Global CoE Total Rewards

WHO YOU ARE

Your knowledge and personal characteristics

Knowledge consists of education, skills, experience

Education *list relevant formal eduction, eg. university degree (or equivalent) and/or other trainings, professional courses and certifications which are relevant for the role*	• University degree (Bachelor as minimum) • Knowledge in: Compensation Programs for Base and Variable Pay, Benefits and Mobility Programs, Compensation Analysis, Market Policies and Practices, Market Data Analysis, Policy Development, Rewards Programs Design • Relevant experience as a Leader
Skills *list the most important skills needed to perform the job. Skill is defined as ability to use knowledge in execution and performance. Skills can, but don't have to be related to formal education, eg. accounting skills, digital marketing, stakeholder management, communication skills…etc.*	• Skilled in: Project management, Business Acumen, Change management, Advising skills, Communication skills, Interpersonal skills, Organizational skills, Presentation skills, People analytics skills, Stakeholder management skills, Problem Solving Skills, Process Improvement Skills • Good business understanding and ability to translate business context into needed rewards actions • Understanding of how to empower and develop yourself as well as people and organisations within change • A strong communicator, with persuasive and assertive skills • Ability to manage and collaborate with different stakeholders • You are a networker who easily connects with other people across departments • You are familiar working with HR tech applications and Microsoft Office 365 • You can use freely English language in a business context • You have experience with people management software and core master data HR systems
Experience *list relevant previous work related (and private if applicable) experience that could be beneficial for the role*	• Minimum 10+ years' experience of working with compensation programs. • Experience as formal or informal people leader, preferably managing teams within multidisciplinary total rewards area. • Experience of having worked with applicable strategies and plans related to base compensation, benefits, rewards, variable pay, job roles framework etc. • Project management skills (planning and timelines)

General Information

Personal characteristics	People and relationships:
List the 3-7 most important personal characteristics that describe how you behave at work *(choose from the list and/or add other ones)*	Communicative / influencing / socially confident / supportive / consultative **Tasks and projects:** Analytical / conceptual /methodical / conscientious **Drives and emotions:** Relaxed / resilient / flexible / decisive and action oriented / achievement oriented Other: • You have proactive and solution-oriented mindset • You possess a passion for Compensation, Benefits and Mobility

HOW YOU DO IT

Your behaviours: living the values, growth mindset, leadership (if applicable)

No matter what your role may be at H&M – WHAT you do is as important as HOW you do it. This part applies to all roles at H&M and should not be edited.

Our Values	Values in action
All colleagues within H&M Group share the same values. They express how we create meaningful growth together – with our customers at heart and the mindset Everyone is a leader.	Our values are put into action through their key behaviours/competences, that guide all colleagues across H&M Group to perform a task successfully regardless of role. See below.
• We are one team • We believe in people • We are entrepreneurs • We make constant improvement • We are cost conscious • We are straight forward and open minded • We keep it simple	• Collaboration (e.g., the ability to be collaborative, inclusive, engaging) • Empowerment (e.g., the ability to be empowering, trusting, listening) • Innovation (e.g., the ability to be innovative, risk-tolerant, flexible) • Improvement (e.g., the ability to be action oriented, taking ownership, willing to learn) • Resourcefulness (e.g., the ability to be resourceful, responsible, proactive) • Honesty (e.g., the ability to be open-minded, sincere, self-aware) • Clarity (e.g., the ability to be clear, efficient, effective) *[Turn to the overview of Values in action [here](#) for more detailed examples of how the key behaviours/competences can be expressed]*

OUR VALUES are the starting point for how we act. They form a red thread throughout the competences needed in your role.