

GENERAL DYNAMICS

United Kingdom Limited

Title	Total Rewards Advisor
Grade	P3 – Individual Contributor - Professional
Job Family	HR
Reporting To	Total Rewards Manager
Location	Oakdale/Hastings

Position Objective

In this Total Rewards (TR) Advisor role you will be supporting and executing total reward elements for the organisation. This role will be responsible for Total Rewards tasks and will play a "hands on" role in supporting and delivering key annual processes, including, but not limited, to benefits renewals, pension governance, compensation and reward & recognition. Through research and benchmarking, the TR Advisor will help to define the future of Total Rewards and be instrumental in supporting the Manager of Total Rewards in shaping the TR Strategy.

Generic Level Description

General Accountabilities	Fully qualified to execute job/role accountabilities working independently on most aspects of work.
Supervision Required or Provided to Others	Normally receives little instruction on day-to-day work and general instructions on new assignments. May lead a project or work team made up of junior technical and/or professional and support staff - focus is on task management vs. resource and staff management.
Complexity	Works on problems of diverse scope where analysis of data requires evaluation of identifiable factors. Exercises judgment in selecting methods and techniques for obtaining solutions.
Knowledge and Expertise	As a seasoned, experienced professional has developed a full understanding and expertise in area of specialization. Resolves a wide range of issues in creative ways.
Problem Solving	Identifies key issues and patterns in moderately complex situations; takes a broad perspective to problems and spots new, less obvious solutions.
Planning and Organizing	Manages own time to meet agreed targets; develops plans for specific work activities in own area over the short/medium term.
Project Management Accountabilities	Begins to manage medium to moderately complex projects; coaches and mentors others on project management issues that are supported by supervisor.
Decision Making and Autonomy	Has decision-making authority and autonomy needed to deliver on accountabilities of job/role; seeks approval from others on matters outside of job/role scope; makes decision regarding work and development of project team members when required.
Client/Business Orientation	Ensures commitments to internal and external client are met in a timely and cost-effective manner. Interprets client needs, assessing the full requirements; identifies solutions to non-standards tasks/queries. Interprets internal/external business issues and best practice in own discipline; applies to own role or identifies areas of improvement in product/process or program. May take action to monitor and control costs within own work area.
Communication, Negotiation and Influencing	Adapts information/style to the audience, explains difficult issues clearly, establishes consensus, attains agreement.
Leadership Requirements	Seeks and provides candid and timely feedback to improve performance; shares information in an open manner; fosters teamwork and innovation by involving others in problem solving, decision making and creative thinking.
Key Contacts	Builds internal and external relationships, with emphasis on those that facilitate the achievement of job/role accountabilities, such as relationships with key suppliers, customers and internal service providers.

Discipline Description	
Responsibilities Include	<p><u>Benefits & Pension:</u></p> <ul style="list-style-type: none"> Broad & in-depth knowledge and understanding of Benefits schemes and managing Benefit platforms. Ability to review benefit data and provide analysis on ROI of benefits. Understanding of Pension plans to provide support where required. In-depth knowledge and understanding of share plans, covering but not limited to Plan Design, Governance & compliance, Employee experience & communication, admin & operations. Develop engaging employee communication ensuring employees fully understand the benefits Understanding and experience of Reward & recognition programs <p><u>Compensation:</u></p> <ul style="list-style-type: none"> Experience in Job evaluation, working in partnership with internal stakeholders to ensure role alignment to organisational design Understanding and experience of salary data for external compensation <p><u>General:</u></p> <ul style="list-style-type: none"> Supporting the implementation of new Total Reward systems and tools Developing and maintaining communication/training materials, including educating managers and colleagues about total rewards Working alongside colleagues to share knowledge and best practice Adherence to administrative controls in line with audit requirements Providing consultation to HR Advisors on Total Rewards Creation and analysis of Reward data and statistics for key stakeholders Adhoc project work as required

Knowledge, Skills & Abilities	
Required Skills & Abilities	<p><u>Essential Skills and Experience:</u></p> <p>Demonstrated skills:</p> <ul style="list-style-type: none"> Analytical Attention to detail Customer service Communication and collaboration Organisation & planning <ul style="list-style-type: none"> Excellent interpersonal skills; capable of interacting with all levels of management Knowledge of general HR practices and legislation Advanced ability in Excel, Word and PowerPoint

Education & Experience	
Required Education & Experience	<ul style="list-style-type: none">• Typically requires degree level education or a wide range of relevant experience, or equivalent• Experience in Compensation & benefit administration, analysis, design and knowledge of related legislation and the economy. <p><u>Desirable:</u></p> <ul style="list-style-type: none">• Experience in Compensation & Benefits Administration• Experience in the use of HR Systems