

POSITION DESCRIPTION

Remuneration and Benefits Specialist



POSITION DETAILS

Position Title	Remuneration & Benefits Specialist
Classification	Higher Education Worker (HEW) Level 8
Position Number	TBA
School/Office	Office for People
Division	Operations
Reports To	Director, People and Culture Business Partnering
Direct Reports	Nil

POSITION PURPOSE

The Remuneration & Benefits Specialist is the University's subject matter expert for remuneration, reward and benefits. The position is responsible for the development, implementation and continuous improvement of remuneration frameworks, salary structures, benefits programs and performance-based reward initiatives.

The role leads the University's remuneration cycles and provides strategic and operational advice to senior leaders, People & Culture partners and executives on reward matters. The position ensures remuneration practices are market-aligned, equitable, fiscally responsible and compliant with legislative, industrial and governance requirements.

The role plays a critical part in attracting, retaining and engaging talent through contemporary reward programs that support the University's workforce strategy and organisational objectives.

KEY ACCOUNTABILITIES

1. Pay and Remuneration Cycles

- Lead the planning, development and implementation of the University's remuneration process.
- Develop remuneration review methodologies, timelines, governance frameworks and communication plans.
- Manage system configuration, testing, validation and implementation of remuneration outcomes.
- Provide advice and guidance to leaders regarding performance-based remuneration decisions.
- Analyse outcomes and prepare post-cycle reporting and recommendations.

2. Remuneration Strategy and Frameworks

- Develop and maintain remuneration frameworks, salary structures, salary bands and remuneration policies.
- Conduct regular market benchmarking to ensure remuneration competitiveness and equity.
- Monitor external remuneration trends across the higher education and broader employment markets.
- Provide recommendations regarding remuneration strategy and workforce affordability.

3. Reward Governance and Compliance

- Ensure remuneration decisions align with delegated authorities, industrial instruments, legislation and University policy.
- Develop governance frameworks supporting salary reviews, allowance arrangements and retention strategies.
- Support remuneration-related audits and compliance reviews.
- Prepare remuneration briefing papers, reports and recommendations for Executive and governance committees.

4. Job Evaluation and Classification

- Lead and support job evaluation and classification activities.
- Provide expert advice regarding position design, classification and remuneration outcomes.
- Maintain job architecture frameworks and classification methodologies.
- Support organisational design initiatives through remuneration and classification expertise.

5. Workforce Analytics and Reporting

- Design and produce remuneration and related workforce insights that inform strategic decision-making.
- Conduct salary equity gap analysis as required.
- Develop related dashboards and reporting frameworks to support executive decision-making.
- Monitor remuneration trends and provide recommendations arising from workforce data

analysis.

6. Benefits and Recognition Programs

- Lead the implementation of recognition and reward initiatives aligned to workforce strategy.

7. Stakeholder Management and Advisory Services

- Provide high-level remuneration advice to executives, leaders and People & Culture staff.
- Build remuneration capability across leadership cohorts through education and coaching.
- Partner with finance, payroll, workforce planning and HR systems teams.
- Establish trusted relationships across the University to support informed remuneration decisions.

QUALIFICATIONS, EXPERIENCE AND SKILLS

Essential

Qualifications

- Degree qualification in Human Resources, Business, Commerce, Finance or a related discipline, or an equivalent combination of education, training and extensive relevant experience.

Experience

- Significant experience in remuneration, reward, benefits or workforce analytics within a complex organisation.
- Demonstrated experience managing organisation-wide remuneration review processes.
- Experience developing remuneration frameworks, salary structures and governance models.
- Experience undertaking remuneration benchmarking, reward analysis and workforce reporting.
- Experience providing specialist advice to senior leaders and executives.

Skills and Knowledge

- Advanced knowledge of remuneration principles, reward frameworks and market benchmarking methodologies.
- Strong analytical and quantitative capability, including advanced Excel and reporting skills.
- Demonstrated ability to interpret enterprise agreements, employment legislation and remuneration policies.
- Strong stakeholder management and influencing capability.
- Excellent written communication and report-writing skills.
- Ability to manage multiple priorities and deliver outcomes within tight timeframes.
- Experience working with HRIS and remuneration management systems.

Desirable

- Postgraduate qualifications in Human Resources, Business, Organisational Psychology or related discipline.
- Experience within higher education or the public sector.
- Experience implementing performance pay or variable reward programs.
- Experience with job evaluation and job architecture methodologies

KEY RELATIONSHIPS

Internal

- Chief People Officer
- Directors and Senior Leaders
- HR Business Partners
- Payroll Team
- Finance Team
- Workforce Planning Team
- HR Systems Team
- Managers and Supervisors

External

- Remuneration survey providers
- Benefits providers
- External consultants
- Higher education sector reward networks

CHALLENGES

- Balancing internal equity, external competitiveness and financial sustainability.
- Managing complex remuneration decisions within governance and industrial frameworks.
- Delivering a transparent and credible performance pay process.
- Influencing leaders in relation to evidence-based remuneration decisions.
- Responding to evolving workforce expectations and market conditions.
- Supporting organisational change while maintaining employee trust and confidence.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Western Sydney University Professional Staff Agreements and Western Sydney University Academic Staff Agreement
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: Angy Dinevska, Chief People Officer

Date: 7/10/2026