

# Senior Reward Advisor

## Job description

Together we are help and hope for everyone living with dementia



# Who we are

**Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.**

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

**Together with our supporters, we're working towards a world where dementia no longer devastates lives.**

# Our values

**Our values tell everyone who we are as an organisation.**

**Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.**

**Our values are evident in everything we do, how we do it and how we work together.**

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



## **Determined to make a difference**

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



## **Trusted expert**

We're listening, we're learning and we use experience and evidence.



## **Better together**

We're open, we combine our strengths and we achieve more together.



## **Compassionate**

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

# Senior Reward Advisor

## Position in the organisation

Reports to the Head of Reward

Member of our Reward and Wellbeing Team

Part of our People Directorate

## Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialists and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

The **Senior Reward Advisor** plays a pivotal role in delivering and enhancing the Society's total reward framework. Reporting to the Head of Reward, this role provides expert operational leadership across reward, pay, benefits, and recognition. The postholder will lead on the day-to-day work that supports both routine activities and more complex reward initiatives, assisting with the implementation of strategic reward plans, and acting as a trusted advisor to stakeholders across the organisation.

This role is new within the team structure and does not include formal line management responsibilities, although this could change in the future if the role is retained longer term. It will, however, entail some day-to-day supportive oversight of the Reward Advisor and close team working with the Wellbeing Lead and Reward Analyst. The role requires strong collaboration, project leadership, and subject matter expertise to ensure the Society's reward practices are fair, transparent, and aligned with organisational values.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.

## Key accountabilities and responsibilities

### Total Reward Delivery

- Lead the operational delivery of the Society's total reward framework, ensuring it is effectively communicated, understood, and valued by employees and volunteers.
- Oversee the day-to-day management of job evaluation processes, pay frameworks, and recognition schemes.
- Support the Head of Reward in implementing strategic reward initiatives, including pay and grading reviews, policy updates, benefit evaluations and framework enhancements.
- Manage the practical side of the annual pay award process, coordinating with Payroll, Employee Support and Organisational Data Team colleagues to ensure accurate and timely delivery.
- Working closely with the Reward Advisor, maintain and improve reward-related content on internal platforms, working with our Internal Communications and Engagement Team to support engagement campaigns.

## **Benefits and Pensions**

- Act as the operational lead for the Society's employee benefits offer, ensuring smooth administration and supplier coordination.
- Monitor benefit usage and effectiveness, working with the Reward Analyst to ensure the reporting of quality data, making recommendations for improvements and supporting procurement processes where needed.
- Oversee pension scheme administration in collaboration with Payroll and external providers, ensuring compliance and effective communication with members.

## **Data Analysis and Benchmarking**

- Conduct and interpret pay benchmarking and market analysis to inform reward decisions and proposals.
- Work with the Reward Analyst to provide data insights and reporting to support strategic planning, committee papers, and senior stakeholder engagement.
- Keep informed about external reward trends, having regard to published reports and relevant external data to ensure that we understand our position in the market for pay and benefits and to demonstrate return on investment wherever possible.

## **Advice and Guidance**

- Provide expert advice and guidance on reward policies and practices to managers, employees, and People Directorate colleagues and attend meetings in other teams as required to share information and updates.
- Act as a key escalation point for more complex reward queries, ensuring resolution and compliance with policy.
- Develop (and support other team members to develop) guidance materials, briefings and training to build reward capability across the organisation.
- Deliver content (such as presentations, webinars, briefings) online and face-to-face as required, representing the Reward and Wellbeing Team.

## **Project Management**

- Lead or support reward-related projects from design to implementation, ensuring alignment with organisational goals and values.
- Collaborate cross-functionally to deliver initiatives that enhance the employee and volunteer experience.

## **We are looking for someone who can...**

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.

- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

## Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
Prior experience of working in a specialist reward role and advising a range of stakeholders, including managers, on reward matters	A / I
Sound knowledge of a range of reward practices, including pay frameworks, job evaluation, allowances, benefits and workplace pensions	A / I
Experience of delivering reward initiatives and projects, preferably with involvement from design through to implementation stage	A / I
High level of numeracy and analytical skills, with experience in data interpretation	A / I
Proficient user of Microsoft Excel and other data analysis tools (relevant Excel skills would include VLOOKUP / XLOOKUP, pivot tables, IF statements)	A / I
Understanding of employment law as it relates to reward as well as the legal framework governing pay and benefits, such as auto-enrolment rules, gender pay gap reporting and taxation	I
Experience of working collaboratively across diverse teams, with the confidence to influence and build productive working relationships with people at all levels	A / I
An ability to explain complex or technical information to non-specialists clearly, and a confident and willing presenter, both online and face-to-face	I
Experience of working with confidential information and data protection principles	A / I
Experience of working with external suppliers and benefit providers to ensure high standards of service delivery are maintained	A / I
Experience of contributing to strategic reward planning	A / I

Competencies & personal attributes	Application (A) or interview (I)
Strong attention to detail and accuracy is vital	A / I
Self-motivated and proactive with the ability to work on own initiative and make informed decisions in line with reward policy and protocols	A / I
Committed to continuous improvement of self and our reward practices	A / I

Within the team, someone who actively supports colleagues when there are deadlines, and who knows when to ask for help themselves	A / I
Excellent organisational and timekeeping skills with the ability to prioritise and manage a varied workload, adjusting to changing needs as required	A / I
Understanding of and commitment to the inclusion agenda and its relevance within a diverse society	I

*Follow us on Twitter and Instagram @Alzheimerssoc and Like us on Facebook or check out Alzheimer's Society YouTube channel [youtube.com/AlzheimersSociety](https://www.youtube.com/AlzheimersSociety)*



# Our benefits



## Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



## Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



## Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



## Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



## Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



## Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave