



Head of Reward and Information

Candidate Information

May 2022

The Institute of Cancer Research

About our organisation

We are one of the world's most influential cancer research institutes with an outstanding record of achievement dating back more than 100 years. We are world leaders in identifying cancer genes, discovering cancer drugs and developing precision radiotherapy. Together with our hospital partner The Royal Marsden, we are rated in the top four centres for cancer research and treatment worldwide.

As well as being a world-class institute, we are a college of the University of London. We came top in the league table of university research quality compiled from the Research Excellence Framework (REF 2014).

We have charitable status and rely on support from partner organisations, charities, donors and the general public.

We have more than 1000 staff and postgraduate students across three sites – in Chelsea and Sutton.

Human Resources Operations

We know that talented, brilliant, passionate people lie at the heart of the ICR. That's why we provide the policies, procedures, systems and people management infrastructure to recruit, retain, motivate and develop our people to achieve their full potential.

The Institute of Cancer Research is currently seeking a Head of Reward and Information to join its HR Operations team. Responsible for a team of five, incorporating Pensions and HR Systems and Information teams, you will ensure the delivery of a high-quality, business-focussed service, acting as the subject matter expert in pay and reward across all levels.

This role provides a great mix of strategic and operational responsibility, so you'll be working with a range of colleagues up to Executive level, both internally and externally, including delivery of our gender and ethnicity pay gap reporting, our annual HESA returns, and our annual pay review, as well as ensuring our HR systems are up to date to aid the provision of accurate people data and meets all GDPR requirements.

Our mission
is to make the
discoveries that
defeat cancer.

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Our values

The ICR has a highly skilled and committed workforce, with a wide variety of roles, each requiring different skills. But whether you work as a researcher, or work as part of our corporate team, your work and behaviour is underpinned by these six values. They are what bring us together as one team - as 'One ICR'.



Pursuing excellence

We aspire to excellence in everything we do, and aim to be leaders in our field.



Acting with Integrity

We promote an open and honest environment that gives credit and acknowledges mistakes, so that our actions stand up to scrutiny.



Valuing all our people

We value the contribution of all our people, help them reach their full potential, and treat everyone with kindness and respect.



Working together

We collaborate with colleagues and partners to bring together different skills, resources and perspectives.



Leading innovation

We do things differently in ways that no one else has done before, and share the expertise and learning we gain.



Making a difference

We all play our part, doing a little bit more, a little bit better, to help improve the lives of people with cancer.



Our values set out how each of us at the ICR, works together to meet our mission – to make the discoveries that defeat cancer. They summarise our desired behaviours, attitudes and culture – how we value one another and how we take pride in the work we do, to deliver impact for people with cancer and their loved ones.”

Professor Kristian Helin
Chief Executive

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Job description

Department / division: Human Resources Operations

Pay grade / staff group: Professional Services 02

Hours / duration: Full time (35 hours per week), Monday to Friday. Permanent contract.

Reports to: Deputy Director, HR Operations

Main purpose of the job: To lead and manage the Reward and Information Team, ensuring the delivery of a consistently high quality, business-focussed service that meets the HR Directorate's strategic objectives in relation to Reward and Information.

Duties and responsibilities:

Remuneration

- Be a subject matter expert in pay, benefit and reward across all levels, including:
 - Scientific and Professional Services roles
 - Academic Clinical roles
 - Vacation and Apprentice roles
 - Senior Staff roles (including Corporate Director and Career Faculty roles)
- Prepare supporting materials for the Remuneration Committee pay review process and instruct Payroll to implement agreed increases for senior staff.
- Manage annual pay and bonus modelling and processing, including the uplift of pay scales following benchmarking or NHS review and provide data to inform annual business budget setting.
- Ensure regular benchmarking and market related pay research is undertaken regularly to enable the ICR to remain competitive and an employer of choice.
- Regularly conduct gender and equality impact assessments of ICR pay and reward policy.
- Be responsible for data management in relation to the annual pay review process, including taking ownership of the master spreadsheet, troubleshooting and resolving any queries in collaboration with the Deputy Director of Finance and HR Managers before the annual pay increase is implemented.
- Oversee the preparation and distribution of the annual pay increase letters to staff.
- Maintain pay structures, updating clinical academic and other salary ranges following NHS pay reviews and ICR salary benchmarking.
- Manage and communicate the available benefit schemes.

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HR Information Systems

<ul style="list-style-type: none">• Be accountable for the integrity, quality and completeness of data held within the HR Information System (HRIS) and Absence recording system by conducting regular data cleansing exercises (including personal data, HESA data and Position information).
<ul style="list-style-type: none">• Working closely with the Corporate Applications Team and system providers, ensure that HR systems upgrades are implemented on time and thoroughly tested before going live, including any necessary additional functionality required for effective data provision, e.g. HESA returns.
<ul style="list-style-type: none">• Work effectively with the HR Operations team end users and providers to ensure both the development and maintenance of HR systems, including reporting systems faults, raising queries and progressing resolution of same.
<ul style="list-style-type: none">• To ensure accurate training materials are available to users and face-to-face training is provided when required
<ul style="list-style-type: none">• Keep abreast of the external environment and ensure our HR systems continue to be compliant with data protection principles and related legislation.

HR Information and Data

<ul style="list-style-type: none">• Have overall accountability for the accuracy and standard of all required HR Information reporting across the organisation (e.g. 13 month reports, Recruitment statistics, KPIs, starters and leavers' reports etc.)
<ul style="list-style-type: none">• Have overall accountability for the accuracy and standard of all external facing reports (e.g. Gender Pay Gap report, Ethnicity Pay Gap report, Chief Executive Salary Survey, Office of National Statistics returns, UCEA, WTW and XperHR salary surveys, Equality Report, Athena Swan Report, TRAC, etc.)
<ul style="list-style-type: none">• Provide input, direction and have overall accountability for the annual Higher Education Statistics Agency (HESA) Staff Record return.
<ul style="list-style-type: none">• Be the Data Quality Champion for Human Resources, responsible for all areas of HR data including Pensions and Learning and Development and ensuring that all HR information and data complies with Data Protection and General Data Protection Regulations and agreed record retention schedules.
<ul style="list-style-type: none">• Conduct data quality checklists when new personal data is collected.
<ul style="list-style-type: none">• Conduct Data Impact Assessments when new projects require the collection of HR data.
<ul style="list-style-type: none">• Conduct the annual information governance audit of HR Information.

Pensions

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<ul style="list-style-type: none">• To ensure the Pensions Team have the appropriate information and knowledge of statutory obligations and requirements for all aspects of duties, to enable the requirements of the ICR as the 'employer' and the ICR Pension Scheme Trustees to be met.
<ul style="list-style-type: none">• To ensure the Trustees of the ICR Pension Scheme are provided with relevant information and support as and when required.
<ul style="list-style-type: none">• To ensure sufficient processes are in place to ensure the smooth running of the Pension Scheme, in line with regulations and legislation.
<ul style="list-style-type: none">• To ensure the selection and appointment process for Member Nominated Trustees is run in accordance with legislative and scheme requirements
<ul style="list-style-type: none">• To oversee the progress and completion of the annual ICRPS audit undertaken by the appointed external auditors.
<ul style="list-style-type: none">• To ensure the provision of appropriate reports, briefings seminars and courses to staff.
<ul style="list-style-type: none">• To monitor pension service provision and bring any matters of grave concern to the attention of ICR's management, Chief People Officer, Chief Operating Officer of ICR or the Trustees of the ICR Pension Scheme, as appropriate.
<ul style="list-style-type: none">• To review appropriate committee papers produced by the Pensions Manager or pension scheme advisors and support the Chief People Officer in presenting them as required to both internal and external committees and meetings.
<ul style="list-style-type: none">• To ensure appropriate financial controls are in place for all team activities and services to meet audit, legislative, regulation and code of practice requirements.
<ul style="list-style-type: none">• To advise ICR's HR and Finance teams, and management, of pension related implications and requirements, developing and implementing new policies as appropriate.
<ul style="list-style-type: none">• To attend training/seminars held by outside providers, including USS and NHSPS and advise on the implications for ICR, the ICR Pension Scheme Trustees and scheme members.
<ul style="list-style-type: none">• To represent the Pensions Team at appropriate meetings.

Additional

<ul style="list-style-type: none">• Participate in HR Senior Management Team meetings, HR Operations meetings, and to attend other relevant meetings as required.
<ul style="list-style-type: none">• Prepare and present high-quality papers for formal board and committee meetings in support of the Chief People Officer or Deputy Director, HR Operations, to inform and assist the organisation's decision making.
<ul style="list-style-type: none">• To ensure appropriate financial controls are in place for all team activities and services to meet audit, legislative, regulation and code of practice requirements.

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General

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| <ul style="list-style-type: none">• All staff must ensure that they familiarise themselves with and adhere to any ICR policies that are relevant to their work and that all personal and sensitive personal data is treated with the utmost confidentiality and in line with the General Data Protection Regulations |
| <ul style="list-style-type: none">• Any other duties that are consistent with the nature and grade of the post that may be required. |
| <ul style="list-style-type: none">• To work in accordance with the ICR's Values. |
| <ul style="list-style-type: none">• You are expected to challenge or report inappropriate or unacceptable behaviour in the workplace, including that which may be deemed to be discriminatory or which is not in accordance with the ICR's Values, and to behave in accordance with the ICR's Values yourself. |
| <ul style="list-style-type: none">• Take responsibility for own continuing professional development so that knowledge as a subject matter expert is up to date and supports best practice. |
| <ul style="list-style-type: none">• To promote a safe, healthy and fair environment for people to work, where bullying and harassment will not be tolerated. |
| <ul style="list-style-type: none">• This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or development. |

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Person specification

Education and Knowledge	Essential or Desirable?
A full appreciation of the role of the HR function	E
A full appreciation of the role of the line manager and the importance of good people management	E
Knowledge of system functionality and standard testing processes in an integrated HR/Payroll system.	E
Educated to degree level standard or equivalent (preferably in a mathematical/statistical area)	E
Evidence of continuous professional development in general HR, Information Systems and pay and reward	E
Good working knowledge of Defined Benefit and Defined Contribution pension schemes	E
Graduate member of the CIPD	D
Good working knowledge of current pension law and best practice	D
Good working knowledge of the Universities Superannuation Scheme and/or the NHS Pensions Scheme	D

Skills

Excellent analytical skills and the ability to provide workable solutions	E
Excellent written and oral communication skills	E
Excellent influencing skills	E
Ability to prioritise and schedule workload appropriately in order to meet deadlines	E
Ability to present data in a user-friendly and professional format	E
Ability to remain calm and focused under pressure	E
Ability to produce work to a high standard	E

General

Customer-focused approach	E
Enthusiastic team player	E

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Ability to use own initiative	E
Flexibility	E
Ability to maintain confidentiality	E
Self-motivated	E

Experience of using, developing and optimising integrated HR/Payroll Systems	E
Experience of delivering HRIS training to end-users	E
Experience of working with different pay structures and models	E
Experience of salary benchmarking	E
Experience of dealing with system issues/queries from identification through to effective resolution	E
Experience of working to tight deadlines	E
Experience in the development and enhancement of automated HR processes and workflow	E
Experience of direct line management	E
Extensive pension advisory experience to include: all aspects of contribution and benefit provision; the management of complex pension related casework across a full spectrum of an employee's lifecycle	E
Experience of data integration between departmental databases	E
Experience of Employee Self-Service (ESS) and Manager Self-Service (MSS)	D
Experience of writing Standard Query Language (SQL) to produce reports.	D
Experience of absence management systems administration	D
Experience of providing reports to the Higher Education Statistics Agency (Staff return)	D
Experience gained within an academic, not-for-profit, or NHS organisation	D
Experience of working and communicating with members, colleagues, scheme providers and appointed advisers on pension benefit provision	D

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Benefits

We offer a fantastic working environment, great opportunities for career development and the chance to make a real difference to defeat cancer. We aim to recruit and develop the best – the most outstanding scientists and clinicians, and the most talented professional and administrative staff.

The annual leave entitlement for full time employees is 28 days per annum on joining. This will increase by a further day after 2 years' and 5 years' service.

Staff membership to the Universities Superannuation Scheme (USS) is available. The USS is a defined benefit scheme and provides a highly competitive pension scheme with robust benefits. The rate of contributions is determined by USS and details of the costs and benefits of this scheme can be found on their website. If staff are transferring from the NHS, they can opt to remain members of the NHS Pension Scheme.

We offer a range of family friendly benefits such as flexible working, a parents' group, and a maternity mentoring scheme. Other great benefits include interest free loans for discounted season tickets for travel and bicycle purchases, access to the NHS discounts website, a free and confidential Employee Assistance Programme which offers a range of well-being, financial and legal advice services, two staff restaurants, and access to a gym and sporting facilities at our Sutton site.

Further information

You may contact Sarita Coleman for further information by emailing Sarita.coleman@icr.ac.uk. This job description is a reflection of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.