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| **TITLE:** Global Head of Reward and Mobility | |
| **TEAM/PROGRAMME:** People and Organisation | **LOCATION:** UK **or any existing Save the Children International Regional or Country office Worldwide.** |
| **GRADE**: B: Senior Level | **CONTRACT LENGTH:** Permanent |
| **CHILD SAFEGUARDING:**  Level 1:  the post holder will not have contact with children and/or young people, or access to personal data about children or young people, as part of their work; therefore, a police check will not be mandatory for this post unless the content of the post changes, in which case the Child Safeguarding level should be reviewed. | |
| **ROLE PURPOSE:**  The job holder is responsible for developing and delivering a high quality reward service at both strategy and operational levels, specifically:   1. To provide global leadership on reward strategy and best practices, including developing a new global reward framework with particular focus on international contracts and mobility, to take the organisation on to its next phase of evolution, driving improvement and innovation and ensuring regional and country offices are provided with the support and tools they need to appropriately reward their employees. 2. To provide subject matter expertise/centre of excellence service for the approx. 400 UK based staff, 600 staff worldwide on international contracts, and 15,000 local staff in our 60 programming countries 3. Define and drive our global mobility agenda establishing a process for the operations of the organisation and its workforce across international borders enabling employees to move from one location to another and enables the organization hire employees in different countries to work remotely.   In the event of a major humanitarian emergency, the role holder may be expected to work outside the normal role profile and be able to vary working hours accordingly. | |
| **SCOPE OF ROLE:**  **Reports to:** Global HR Director  **Staff reporting to this post:** 2  **Direct:** Global Reward Analyst, Mobility Advisor  **Budget Responsibilities:** no direct budget responsibilities (reward budget held as part of overall Chief People Officer budget)  **Role Dimensions**: A complex and diverse role in a networked Membership organisation involving coordination and strategic leadership across our 55+ Country offices and 5 Regional offices, and working closely with our 29 Member organisations. | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Develop and deploy a new global strategic reward approach and mobility strategy and framework to support the delivery of organisational strategy for 2022 – 2024**   * Proactively design reward solutions to enable the success of ongoing strategic projects and initiatives, and work with key stakeholders to gain traction to successfully launch and embed them. For example, amend salary structures and update international contract types and mobility guidelines where needed to ensure we are able to attract, retain and engage talent * Build a ‘cost conscious’ culture across the organisation in relation to reward approaches and decisions to ensure line managers make prudent decisions about rewarding employees * Work closely with our talent and recruitment teams to ensure alignment between reward and our talent and recruitment approaches * To provide expert advice to HR colleagues on global mobility issues of reward, compliance and risk in taxation, immigration and local and international employment law and accessing external advice when needed. * Ensure Save the Children is legally compliant in the countries the above employees are a based in. * Take a pragmatic approach when giving advice and assessing cases - balancing the need to adhere to internal policies and external regulations with flexibility where possible and an appreciation of Save the Children’s business needs and the longer-term objectives of individuals and teams. * Lead on mobility areas where needed for global movement wide projects such as US Aid contracts, One Humanitarian Team   **Be the global reward expert and adviser**   * Ensure that existing reward structures and elements remain competitive by regular benchmarking and updates * Review the current approach for job evaluation across Save the Children International, and potential for harmonisation * Actively research current reward trends and external best practice, and proposing changes in the existing policies and guidance, based on benchmarking and internal/external research * Produce annual Gender and Diversity pay gap analysis and action plans. * Lead the UK and International annual pay review processes including approval of exceptional pay increases.   **Internal and external stakeholder management**   * Lead on, develop, and support reward practice development and capacity building at regional/local levels working closely with Regional and Country HR managers to build their understanding and skills * Manage the relationship with our various data providers and consultants, ensuring that we maximise their input in a valued added way and that scope of works are agreed and costs monitored appropriately * Develop relationships within the INGO Reward community to promote and facilitate the sharing of ideas and best practice, ensuring that our practices are competitive. * Lead on, develop and support our compliant hiring and shared mobility service with Save the Children members | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **Ambition:**   * sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same * widely shares their personal vision for Save the Children, engages and motivates others * future orientated, thinks strategically and on a global scale.   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | |
| **QUALIFICATIONS**  Minimum: BA/BSc level university degree or equivalent experience | |
| **EXPERIENCE AND SKILLS:** -   * Significant experience of developing reward strategies, frameworks, policies, processes and packages, much of which must have been applied in an international context * Proven skills and experience in the development and application of reward approaches in a complex matrixed global organisation and ability to apply this within an international non-governmental organisation * Highly developed communication skills both written and oral in order to establish effective relationships with internal and external audiences, including at a geographical distance * A strong track record of influencing and presenting at senior executive level * Significant experience in global mobility and expatriate management * Knowledge and experience of tax, immigration and relocation practices and policies at a global level. * The ability to think strategically, to identify the key people/reward practice implications of the organisation’s plans and to proactively create an integrated approach. * The ability to work collaboratively with other HR and management colleagues across the Save the Children family including well developed influencing skills. * Highly developed research and analytical skills * Highly numerate with the ability to interpret statistical and financial data and to undertake detailed costings and recommendations * Proven ability to identify, commission, interpret and utilise salary survey and other benchmarking tools * An understanding of and commitment to the work and international context of Save the Children * Experience of working with a high degree of autonomy on large projects working with significant levels of ambiguity around the process; ability to be self-supporting * A good understanding of budget and financial processes and the ability to work in a cost effective way. | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | |