

SAVE THE CHILDREN INTERNATIONAL ROLE PROFILE



Position Title:	Total Reward Analyst [Internal title will be Senior Officer, Total Reward]
Position ID:	796730370

Team	People Operations	Grade	P2
Reports To (Title)	Head, Total Reward	Contract Length	Permanent
Location	Any approved Save the Children International office location	Time-zone	Any
Language(s)	English	Positions available	1

Team and Job Purpose

Team purpose

The key purpose of this team is to ensure that reward and benefits policies and processes around the globe are fit for purpose to enable SCI to attract and retain diverse talent across all our teams in a fair, equitable, affordable and consistent manner.

The team provides expert advice, guidance and services for all reward matters globally.

Role purpose

The Total Reward Analyst ensures all operational activities are completed in a timely, consistent and accurate way, in line with agreed policies and processes

Principal Accountabilities

Ensures operational aspects of Reward are completed in a timely, consistent and accurate way, in line with agreed policies and processes for example:

- Cyclical Reward processes such as annual pay reviews for Global teams and legislative Reward reporting (e.g. UK gender pay gap report)
- Analysis of Rewards data to ensure fair and consistent approach to reward across Global teams
- Provide operational guidance and answering of queries related to Reward policy and processes
- Provide expert guidance and advice on job evaluation process and benchmarking, ensuring integrity and consistency of approach
- Support the Head, Total Reward in developing reward strategies to support the achievement of SCI strategic priorities

Budget

None

People Management Responsibility (direct/indirect reports)

Number of people managed in total: N/A

Manager of a team: No

Team Manager (manager of multiple teams): No

Size of Remit

Global

Travel Requirements

International travel required: No

Percentage of required for travel: N/A

Key Relationships

Internal (excluding direct team and manager)

- People Operations and broader People Services Team (in particular Talent Acquisition and Data and Insights teams)
- Wider People Leadership Teams (CoE's and Senior People Partners)
- DEI and Wellbeing
- Finance
- Country office HR teams

External

- External Reward partners (e.g. Mercer)

Competencies

Cluster: Leading

Competency: Delivering Results

Level: Skilled

Behavioural Indicator: Takes personal responsibility and holds others accountable for delivering our ambitious goals for children, continually improving own performance or that of the team/organisation.

Cluster: Leading

Competency: Developing Self and Others

Level: Skilled

Behavioural Indicator: Seeks out feedback to understand areas most in need of improvement.

Cluster: Thinking

Competency: Problem Solving and Decision Making

Level: Accomplished

Behavioural Indicator: Uses data and evidence to drive decision making for quality improvement.

Cluster: Thinking

Competency: Innovating and Adapting

Level: Accomplished

Behavioural Indicator: Demonstrates flexibility in following processes and procedures while remaining true to the organisation's values.

Cluster: Engaging

Competency: Communicating with Impact

Level: Accomplished

Behavioural Indicator: Promotes dialogue with key stakeholders through active listening and effective questioning.

Cluster: Engaging

Competency: Working Effectively with Others

Level: Accomplished

Behavioural Indicator: Enables people from a wide range of backgrounds and perspectives to contribute to positive outcomes.

Experience and Skills

Essential

- Extensive data analysis skills, including advanced Excel skills, with the ability to derive insights from data to support decision making
- Excellent written and verbal communication skills – including effective report writing skills and the ability to interpret and explain complex issues where necessary
- Experience of managing cyclical Reward processes in a global context
- Meticulous attention to detail and the ability to identify concerns or mistakes and correct or escalate as appropriate
- Desire to learn and develop and keep up to date with changing legislation or policy impacting reward processes and decisions
- Experience and understanding of external Reward methodologies and approaches e.g. grading and benchmarking

Education and Qualifications

Essential

Bachelor's degree in a relevant field or equivalent work experience

Safeguarding

We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.

Level 1: A basic criminal record background (DBS) check is required/equivalent police record check.

Diversity, Equity and Inclusion and Equal Opportunities

Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.

We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.

Reasonable adjustments will be made should any candidate invited to interview require this.

Version Control and Approval

Version	Date	Author	Reviewer	Approver
4	16/01/2025	Samantha Healey	Ishbel Morrison Suzy Malcolm	Samantha Healey