

HR Advisor (Pay & Reward)

Role Profile

Service: Human Resources (Policy and Reward Team) – Strategy and Resources Directorate
Band: Band 7
Reporting to: HR Pay and Reward Consultant
Responsible for: No direct reports



TRAFFORD
COUNCIL

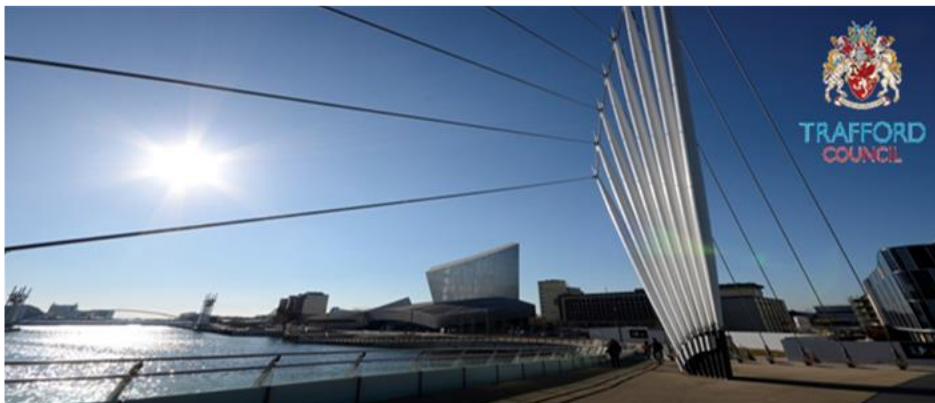
About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors have a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Trafford – where all our residents, businesses and communities thrive

At the heart of our vision is a common cause – we want to make Trafford a better borough. We want to make it a place where everyone has a chance to succeed and where everybody has a voice. Through our new vision, we are making a commitment to work together across different services and agencies to make the best use of our resources.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring.

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values-based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Overview

The Council's Policy and Reward team sits within the Human Resource Service, which is part of the Strategy and Resources Directorate. The team plays a crucial role in shaping how employees are paid, motivated, and retained. Job evaluation (JE) is a key function of this team in ensuring roles and responsibilities are graded and paid fairly and consistently across the Council using the National Joint Council (NJC) and HAY JE schemes.

Main Priorities

- **Help shape the future of Council services** – play a key role in modernising and restructuring services so they work better for our communities.
- **Keep our pay structure fair and robust** – make sure the Council's pay framework stays consistent, transparent, and fit for purpose as we evolve.
- **Support managers and HR colleagues through change** – provide expert guidance on job evaluation during organisational redesign, ensuring grading decisions are evidence based and fair.
- **Lead and co-ordinate the Supported Internship scheme** - to ensure all commitments are met, delivering high-quality, meaningful work placements that support young people with special educational needs to progress into sustained employment.

Key duties

- Support service redesign and the delivery of organisational structural proposals by undertaking the full end to end job analysis/evaluation activities, advising on pay and conditions of service ensuring all implementation activities are in line with the agreed processes and service redesign methodology.
- Undertake NJC and HAY job evaluation schemes to ensure jobs/roles are designed, analysed and appropriately graded, and that the schemes are consistently applied across the Authority.

- Support the delivery of an equal pay compliant pay and reward strategy, and support the development and maintenance of pay and reward schemes to ensure value for money and best practice.
- Co-ordinate employability initiatives with a key focus on supported internships, including involvement in apprenticeships and work experience placements.
- Support the launch, implementation and embedding of new/revised HR policy and procedures, and preparing supporting documents.
- Liaise with and develop effective communication and relationships with GMSS the HR Shared Service, to effect contractual changes, act-up/honoraria payments, etc. to deliver a seamless HR service to customers.
- Benchmark and improve – compare pay and grading with other organisations to keep our approach competitive and fair.
- Support data requests – help collect and co-ordinate information for Freedom of Information (FOI) and Subject Access Requests (SAR) received by the HR service, ensuring responses are accurate and delivered on time.
- Undertake research and project work on human resource/organisational development issues, including preparing and presenting reports, analysing and presenting statistical information and developing strategies to act on the information, as appropriate.
- Support aspects of the occupational health contract and design and delivery of health and well-being interventions.
- Be flexible – carry out any additional duties as needed that are appropriate to your grade to support the HR service.

About You

Qualifications and Professional Development

- Level 5 CIPD qualification or Degree in a relevant discipline e.g. social sciences, public policy

Experience and Knowledge

- Previous experience of providing advice and support to senior managers
- Previous experience in job evaluation
- Previous experience of providing HR-related advice, and developing and delivering flexible, practical solutions to meet service needs, preferably within a unionised environment
- Experience of working collaboratively with different stakeholders both within and outside of the organisation
- Previously provided support in organisational change projects

- A working knowledge and understanding of the local government sector and of staff terms and conditions of employment
- Sound knowledge of employment law and HR best practice
- Awareness of equality and fair employment practices

Skills and abilities

- Influence and negotiate effectively – confidently work with a wide range of people, even in challenging situations, to reach positive outcomes
- Build strong relationships – earn trust and credibility, and use your communication skills to bring others on board with ideas and decisions
- Turn data into decisions – analyse and interpret key information to develop solutions and recommendations
- Stay organised under pressure – manage your workload and meet tight deadlines without compromising quality
- Spot the details that matter – maintain a high level of accuracy and attention to detail in everything you do
- Be tech-savvy – use IT systems and tools confidently to support your work and improve processes

Special Conditions

- N/A

Date prepared/revised	APR 2019 Updated 07/04/2026
Prepared/revised by	HR Service / K Sturman
Job Evaluation	Existing evaluation

Health and Safety

To operate safely within the workplace with regard to the Council’s health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council’s Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council’s pursuit of excellence in service delivery.