

## **JOB DESCRIPTION**

**Job Title:** Head of Reward and Inclusion  
**Ref no:** HRS156  
**Campus:** Hendon  
**Service:** Human Resources  
**Grade:** 9  
**Starting Salary:** £60,972 per annum pro rata (for part-time staff) inclusive of Outer London Weighting rising to £70,215pa incrementally each year.  
**Hours:** 35.5 hours per week, actual daily hours by arrangement  
**Period:** Permanent

**Reporting to:** Director of Human Resources

**Reporting to Job Holder:**

- Reward & Benefit G8 (0.8 FTE)
- Equality Diversity & Inclusion Officer G7
- Equality Diversity & Inclusion Adviser G8

**Overall Purpose:**

Our people are an integral and essential part of Middlesex University's strategy 2031. Our key people-related aims include being the best place to work and attracting and retaining the most talented and dedicated individuals to achieve their full potential during their time with us.

Our Human Resources and Organisation Development (HROD) Department will play a key role in supporting the development and implementation of our evolving people strategy which will enable the delivery of Middlesex University's strategy to 2031.

The Head of Reward and Inclusion is a key role leading on the delivery of the HROD Department's reward and inclusion functions across the University.

The key areas of responsibility for this role will include the overseeing and management of the reward and inclusion service overall, leading on projects and action planning to deliver an efficient and effective service in line with the University's People Strategy.

The Head of Reward and Inclusion will be responsible for operationalising Middlesex University's People Strategy by supporting the Director of Human Resources with the relevant areas of the strategy; specifically, those linked to reward and inclusion, job evaluation, staff benefits, and Equality Diversity & Inclusion (EDI) strategies.

**Principal Duties:**

- Responsible for the effective functioning of the Reward and Inclusion team.
- Work with the senior leadership and management in the Human Resources and Organisation Development (HROD) department to deliver and operationalise the relevant sections of the University's People Strategy.
- Ensure the development and maintenance of contemporary, efficient, effective, proactive, needs-led, and transformative Reward and Inclusion services across the University.
- Ensure that risks and opportunities are fully considered in line with the People Strategy.
- Working with the Reward and Benefits Lead and the Reward and Inclusion Coordinator, to successfully implement the University's reward and remuneration policies and strategies.

- Working with the Director of Human Resources (HR), the various Equality Diversity & Inclusion (EDI) Champions across the University and the EDI Officer, to successfully implement the University's Inclusion strategies and initiatives.
- Promote a positive experience of reward and inclusion for all staff across the University, be a champion of the service and the university offer.
- Working with the Director of HR and the Head of Organisational Development, Learning and Employee Engagement, on organisational culture change and improvement through effective implementation of reward and inclusion strategies and programmes.
- Act as an ambassador for the HROD department and promote the University's values and behaviours internally and externally at networking events/opportunities.

### **Reward Responsibilities**

- Provide oversight of and necessary steer to the Reward and Benefits Lead on the University's approach to job evaluation Educational Competencies Consortium (ECC) Higher Education Role Analysis (HERA) and Hay methodologies to maintain consistency and fairness.
- Ensure that regular pay benchmarking and market related research is undertaken for the purposes of pay parity and inclusion.
- Support the Director of HR in making recommendations to the Board of Governors and Remuneration Committee on the annual senior manager remuneration review ensuring the processes are fair, equitable and in line with Committee of University Chairs (CUC) and Office for Students (OFS) guidelines.
- To work closely with the other Heads of Human Resource areas to deliver an integrated service and ensure that all line managers are fully aware of the routes for HR advice and support, including the areas of reward, remuneration and inclusion.
- Providing advice and guidance on annual pay review cycle for Senior Managers
- Support the Director of Human Resources in reviewing career pathways and processes for Academic promotion and the Professorial pay review process.
- To support relationships with key institutional stakeholders, including recognised trade unions.
- As a member of the HR senior management team, to work collaboratively with other senior managers to achieve synergy in the development and implementation of HROD strategies.
- To network with other Sector wide comparator roles to ensure we are abiding by sector best practice.

### **Inclusion Responsibilities**

- Lead the submission, monitoring and delivery (over a period of multiple years) of equality charters applications, renewals and plans
- To maintain accreditation for Athena SWAN charter, Race Equality Charter Mark, Stonewall Workplace Equality Index, Disability Confident etc.

- Servicing the EDI Committee – supporting Chair on integration and governance across the University.
- Lead the team in running awareness campaigns and facilitating a range of EDI initiatives across Middlesex community
- Working with the Policy Lead in the development and monitoring of relevant EDI policies
- Support training and development of staff in relation to EDI charters as needed.
- Work with the Students Union to facilitate cohesive approaches to develop and communicate the EDI agenda amongst the student body.
- High level of personal commitment to equality, fairness and inclusion in reward and inclusion strategies.

**Other Duties**

- As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post-holder.
- The post-holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.
- The post-holder will actively follow Middlesex University policies including Equality & Diversity policies.

## **PERSON SPECIFICATION**

**Job Title:**      **Head of Reward and Inclusion**

**Your supporting statement on your application form will be assessed to see how you meet each of the following criteria**

### **SELECTION CRITERIA:**

#### **Education / Qualifications**

##### ***Essential:***

- Degree level or equivalent experience
- Member of the Chartered Institute of Personnel and Development (MCIPD) or have equivalent experience or an equivalent qualification.

#### **Experience:**

##### ***Essential:***

- Experience in a role(s) requiring the formation, development, integration and practical application of equality and diversity, and reward legislation and best practice to strategy, policies, procedures and practices.
- Experience in forward planning of projects and resources across multiple areas of responsibility and teams.
- An effective communicator, both written and verbal that can operate at all levels of the organisation.
- Experience in designing, implementing and evaluating the effectiveness of equality, diversity, inclusion, and reward initiatives
- Experience in using data analysis to identify gaps within organisational effectiveness, and presenting recommendations for change.
- Experience in effective team management
- Experience in driving cultural change.
- Experience in forming strategies and translating them into operational plans.
- Experience in defining, researching, writing and delivering strategic documentation and their supporting policies, practices and action plans.

#### **Knowledge:**

##### ***Essential:***

- Up to date knowledge of relevant employment legislation, good practice, and sector practice relating to the role especially of the issues that can impact on employees, students, recruitment, retention and career development.
- Expert knowledge of Hay and the Higher Education Role Analysis (HERA) job evaluation or similar

methodologies.

**Skills:**

***Essential:***

- Proven ability to think strategically, leading and motivating others.
- Proven collaborative approach with internal and external stakeholders and an ability to work cooperatively and effectively to deliver objectives.
- Excellent organisational skills with the ability to multitask with a range of partners
- Excellent interpersonal and Influencing skills
- Able to deliver university wide projects and change initiatives from initiation to completion, across a matrix of accountabilities and often in the face of competing demands.
- Ability to use a variety of relevant computer applications and Information Technology (IT) systems effectively
- Excellent presentation skills

**Equality Diversity and Inclusion**

***Essential:***

- Demonstrable commitment to fairness and the principles of equality and inclusion.

***Desirable***

- Experience in designing pay and reward models.
- Experience in designing and implementing EDI strategy and initiatives.

**M U Services Limited**

Middlesex University has established a wholly owned subsidiary, MU Services Limited, to provide professional services to the University. Staff of MU Services Limited will work alongside Middlesex University staff and will be employed by MU Services Limited. All University policies and procedures and the University Professional Services Staff Handbook will apply to MU Services Limited staff during their employment, unless where expressly stated otherwise.

**Annual Leave:** 30 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

**Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

### **Parking at Hendon campus**

There are currently *Regular Parking Permits and Pre-Paid Parking options* available to new joiners. Further details are available on the Travel and transport page on the staff intranet. *Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.*

### **Information for Disabled Staff**

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

### **Public Transport**

Our Hendon Campus is well served by public transport with buses, London underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL ([www.tfl.gov.uk](http://www.tfl.gov.uk)) and have a look at our directions and location to help plan your travel: <http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

**We value diversity and strive to create a fairer, more equitable work environment for our staff and students.**

**We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.**

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

### **What Happens Next?**

**If you wish to apply for this post please return to the portal and click on Apply Online.**

If you wish to discuss the job in further detail please contact Dalia Dasgupta, Director of Human Resources by email on: [D.Dasgupta@mdx.ac.uk](mailto:D.Dasgupta@mdx.ac.uk).