

Senior Reward and Benefits Manager (12m FTC)

Job Description



Making a difference



Who we are

We are an international law firm with a focus on private capital at the intersection of personal, family and business.

Our ability to understand people makes us who we are. We work together to build deep and trusted relationships that deliver meaningful value to our clients. We do this with empathy, attention, and clarity. No jargon, no attitude. We know what matters.



We are committed to running our business responsibly

We recognise that our long-term success as a responsible business depends on the health and resilience of our people, our clients, our communities, and our natural environment. We are working hard to ensure that we make a positive contribution for all our stakeholders.

As part of this, we are committed to developing an increasingly diverse, inclusive, and supportive workplace environment where everyone can bring their whole selves to work, feel valued, feel that they belong and can fulfil their potential.



We understand the benefits of hybrid working.

We adopt a hybrid working approach, working on a 60/40 split of working in the office and working remotely. This arrangement is non-contractual, dependent on requirements of the role and subject to manager approval.



What we value

Our values represent who we are as a Firm. They are designed to guide the way we think, behave, speak, collaborate, and do business. Please see our four core values below.



Collaborative
we pull together



Committed
we drive performance



Authentic
we stay grounded



Forward-looking
we look beyond

Senior Reward and Benefits Manager

The HR Function

The HR function is split across several key areas: Business Partnering; Talent and Culture which includes Diversity, Equity & Inclusion; Reward & Benefits; Services & Policy; and Organisational Learning & Development, all working collaboratively together and with the wider business to deliver the people aligned Firm strategy. Providing a trusted, high quality service and delivery in line with our Firm values is key to the professional reputation of the function.

Role Purpose

The Senior Reward and Benefits Manager sits as part of the HR leadership team. This team's sole purpose is to work harmoniously with the strategic lens necessary to deliver the Human Resources strategy and service to the firm. The role reports to the Director of HR.

The Senior Reward and Benefits Manager is responsible for shaping and delivering the Firm's reward and benefits strategy, ensuring it is market informed, commercially aligned, compliant and supports the attraction, retention and engagement of our people. This role manages the Reward and Benefits team, consisting of the Reward and Benefits Analyst and the Senior Benefits Advisor.

This role will be deemed as a Willis Towers Watson Subject Matter Expert and the expectation is that the role would:

- Be recognised as an expert in reward and benefits.
- Have specialised depth and breadth of expertise in the reward and benefits discipline.
- Interpret internal or external issues and recommends solutions/best practices.
- Solve complex problems; takes a broad perspective to identify solutions.
- Lead projects with broad visibility.
- Be able to analyse the current market and apply these insights to the Firm's reward and benefits strategy.
- Work with senior stakeholders across the business services and fee earning divisions to align and implement the reward and benefits approach.

This role is for a 12-month Fixed Term Contract to cover a period of parental leave.

Roles and Responsibilities

- Lead reward and benefits strategy design and implementation internationally, in all the Firm's operating regions.

- Provision of research based reward data, analysis and recommendations, for the Firm to aid decision making as required.
- Strengthen the Firm's pay for performance culture, as a key leader in the design, testing and implementation of pay for performance schemes, including a range of incentive plans for business services and fee earning employees.
- Manage the end-to-end annual salary review and bonus processes, via Success Factors, in collaboration with the Finance, HRIS and HR Business Partnering teams.
- Guide and advise the HR Business Partnering team to ensure that key messages are delivered and that reward decisions are consistent and fair across all areas of the firm.
- Provide advice and guidance to the Talent Acquisition and HR Business Partnering teams on salary position for new hires.
- Manage and support the Reward and Benefits Advisor to ensure communications, reward analyses and processes are compliant, accessible, and relevant to audience, as well as all data provided to and from the team are accurate.
- Oversight of all grading activity of new UK business services roles by the Reward and Benefits Analyst, providing support on more complex grading decisions using WTW Global Grading Software.
- Oversight of salary survey job matching for all Business Services roles, completed by the Reward and Benefits Analyst, reviewing all matches for accuracy and ensuring the Reward and Benefits Analyst keeps HRIS system up to date with job matching information.
- Manage and support the Senior Benefits Advisor to ensure the Firm's benefits strategy is developed using benchmarking as appropriate, complex cases are dealt with appropriately, and manage the relationships with benefits brokers, including the benefits renewal process.
- Understanding of local compliance requirements in all the Firm's operating regions, with deployment of initiative where needed, for example knowledge and application of our responsibilities under the EU Pay Transparency Directive, and ability to conduct and interpret UK Gender Pay Gap analysis.
- Understanding of UK pension and similar international schemes (most notably 401k in the US, DEWS in Dubai). Serve as a member of the UK Pension Governance Committee, attending quarterly meetings led by our pension broker and investment advisor, passing on feedback from employees on the scheme to inform meetings. Lead on the early establishment of our US 401k scheme.

- Comprehensive understanding of salary range purpose and design, including updating salary ranges where needed, and overseeing and advising on the application of salary ranges in the business services and fee earner population.
- Lead on the annual budgeting process for HR, collating the sub-team submissions, as well as working with Director of HR of HR on headcount budget as needed.
- Input into any projects where reward and benefits is key.

Skills and Experience

Essential:

- Proven substantial experience as a Reward and Benefits specialist, preferably in a legal or professional services firm.
- Proven experience of managing, supporting and developing a team, with the ability to set clear priorities, maintain high standards and ensure effective delivery across reward and benefits activities.
- Experience of working in an international capacity, with an understanding of how reward and benefits approaches may need to be adapted across different jurisdictions and operating regions.
- Experience of regulatory reporting, particularly the UK Gender Pay Gap
- Experience and expert knowledge of grading and survey matching methodologies (preferably WTW GGS)
- Proven ability to engage and influence senior stakeholders, presenting insight led recommendations to shape effective reward and benefits strategies.
- Experience of critically analysing reward processes, policies or frameworks and recommending practical improvements to support strategic and operational goals.
- High Excel proficiency

Desirable:

- CIPD qualified (or equivalent)
- Experience in leading functional or project teams with broad visibility.
- Knowledge of benefits legislation and compliance requirements

Person Specification

- Able to effectively communicate, both in writing and verbally, to ensure that complex information is delivered clearly, concisely and relevant to the audience.
- Builds trusted working relationships with a range of stakeholders at all levels of seniority, to support collaboration, alignment and delivery.
- Supports positive business outcomes by constructively influencing, questioning and challenging where appropriate.
- Strong analytical skills with the ability to interpret data and translate insights into actionable recommendations.
- Comfortable using metrics and management information to inform decision making.
- Responds effectively to changing priorities while maintaining progress against key outcomes and meeting deadlines.
- Maintains quality, accuracy and attention to detail when working to competing demands or time pressures.
- Able to handle complex, sensitive and confidential data with confidence and discretion.

Competencies

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| • Working together | • Integrity and respect |
| • Inclusive | • Personal impact and growth |
| • Driving high standards | • Commercial mindset |
| • Client - centric | • Responsible Business |

Contact

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Reasonable Adjustments

At Charles Russell Speechlys we are committed to an inclusive and accessible recruitment process, where candidates can perform to the best of their ability at an interview or in a test situation. At any point in the hiring process for this role, if you require a reasonable adjustment or accommodation that might assist you during the application and interview process, please reach out to the above-named contact and they will work with you to understand your requirements. For more information, please see our [Workplace Reasonable Adjustments Statement](#).

Any information you disclose will be kept confidential unless otherwise instructed by you, and will only be used to provide appropriate support to you during our assessment process.

Diversity, Equity & Inclusion

Charles Russell Speechlys is an Equal Opportunities Employer, and we are committed to developing an increasingly diverse, inclusive and supportive culture where everyone can be themselves, feel valued, and that they can thrive and belong. Please see [here](#) for more information on our employee-led DEI Networks.

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This job description is not rigid or exclusive and may be adjusted at any time in consultation with the Partners and/or Director of HR to meet the needs of the Firm or the post holder. There is constant review and adaptation to meet the changing needs of the Firm.

Please note in respect of our UK offices, any offer of employment will be conditional upon the successful candidate having the right to reside and work in the UK. In respect of the overseas offices any offer of employment will be subject to being able to obtain the relevant visa. Charles Russell Speechlys is committed to its effort to ensure there is no modern slavery or trafficking in their organisation or supply chain, details can be found on our Modern Slavery Statement. Charles Russell Speechlys is an equal opportunities employer. We respect and support diversity within our workforce.