**Role Description & Person Profile**

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| **Role** |  |
| **Job title** | Global Reward Administrator |
| **Division** | AB Agri Central Functions |
| **Department/Business** | Global Reward |
| **Location** | Peterborough/Hybrid |
| **Team Structure**  Reports to, direct reports, etc | Reports to: UK Reward Manager  Direct reports: None |

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| **Description** |  |
| **Impact Statement**  The contribution of the role to achieving the overall business objective. Span of impact.  Main purpose and focus of the role. | The Global Reward function is responsible for designing a leading-edge global reward strategy and employment approach that supports our long-term business goals, enabling us to attract, engage and retain the best talent across the globe.  The **Global Reward Administrator** plays a key role in ensuring the smooth and efficient delivery of our reward services across the business. This role provides essential administrative support across key areas such as our Company car fleet and employee benefits, ensuring a seamless experience to the wider business. This is a great opportunity for someone with a keen eye for detail and a passion for supporting people processes in a fast paced, global environment. |
| **Role Objectives**  The key responsibilities and key accountabilities of role. (5 to 10 areas) | * Manage the end-to-end administration of the company car scheme, serving as the first point of contact for any queries not resolved via self-service. Additionally, take ownership of the salary sacrifice electric vehicle (EV) scheme, ensuring smooth and accurate administration. Provide ongoing support and guidance to employees throughout both processes. * Act as the main point of contact for all Reward-related queries and content. Provide responsive support, advice, and guidance through Hive and the benefits mailbox. * Manage the voluntary benefits schemes, including contract renewals, open enrolment windows and monthly orders * Collaborate with global People and Performance teams to support benefits management for new joiners, leavers or employees with a change to their benefit entitlements * Administration of the private medical insurance schemes in the UK and globally, including support during the annual renewal process * Work closely with HRIS, payroll and fleet provider teams to ensure accurate benefit records are maintained to support P11D reporting * Contribute to wider HR initiatives as and when necessary, including recognition programmes and long service awards * Assist in tracking and monitoring benefit-related costs to ensure budget awareness and control * Manage the processing of invoices across all employee benefits * Support with the review and analysis of market remuneration and benefit data and trends * Provide support throughout key annual HR cycles, including the salary review process and incentive payment * Participate in annual and ad-hoc market surveys * Support the Reward Manager in identifying opportunities and implementing solutions to automate manual administration processes |
| **Key Stakeholders**  What are the challenges of the relationships, communication strategies required, etc | The role requires working closely with and influencing stakeholders from across AB Agri and its divisions across the globe, including interacting predominantly with the following functions/teams: -   * Employees & Line Managers * Head of Reward & Global Mobility * UK Reward Manager * Global Mobility International Reward Manager * People Services Administration Team * People & Performance Business Partners * People & Performance Directors * Central Finance * Communications Team * 3rd Party Suppliers i.e. Kinto, Reward Gateway etc * ABF People & Performance / Reward Team |
| **Scope**  Depth, breath of knowledge application, ability to innovate, complexity of tasks, budgetary responsibility. | To be successful in the role will require some basic conceptual knowledge and an ability to resolve issues using own judgement within well-defined practices and precedence. You'll also be a self-starter who is process driven and enjoys working in a methodical way.  You will be expected to develop in time; a good understanding of our global reward policies, practices, benefits and packages; and be able to both administer and communicate effectively across all markets and varying levels of stakeholders. |

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| **Person Profile** |  | **Essential or**  **Desirable** |
| **Knowledge**  Consider experience, any formal qualifications genuinely necessary or any key areas of knowledge. | * Strong experience in a HR administrative role * Vendor management skills * Fleet management skills * Robust working knowledge of Office 365 and strong familiarity with Excel (lookups, formulas etc) * Experience using HR and reporting systems * Experience working on HR or Reward focused projects * Ability to work at pace, managing multiple pieces of work, using your prioritisation and organisational skills to meet deadlines * Excellent attention to detail * Experience or an understanding of the Willis Towers Watson (or similar) benchmarking framework * A brief understanding of salary benchmarking and salary review processes * Fluency in additional languages is highly desirable to support our international teams and stakeholders. | E  E  D  D  D  D  E  E  D  D  D |
| **Key Behaviours**  Consider which of our Guiding Principles are particularly relevant and also any role specific behaviours. | * Keen, inquisitive and possesses an infectious willingness to learn * Ability to push back whilst able to offer and provide alternative solutions or recommendations (because ‘yes’ isn’t always an option) * Customer and business focused with tenacity and perseverance to reach the end of the road * Resourceful and uses initiative whilst remaining pragmatic * Team player |  |