



**Vacancy:** Compensation and Benefits Advisor

**Division:** HR

**Location:** Birmingham, Leeds or London

**Term:** Permanent

**Working Hours:** 37.5 hours p.w Monday to Friday (would consider part time)

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## The Firm

Capsticks is a leading provider of legal services to the health, social care, housing and emergency services sectors, as well as in the field of professional discipline. The firm has a turnover of c£47m and around 550 staff - including 400 fee earners - across 5 offices nationally. We act for a wide range of long standing clients in both the public and private sector, including all forms of NHS organisations, governmental and regulatory bodies, registered providers, insurers, police, fire and rescue services, independent health and social care providers, charities and GP practices.

Further details about the firm and the type of work carried out can be found on our website at [www.capsticks.com](http://www.capsticks.com).

## The Role

The HR department is split into four sub-teams; business partnering, recruitment, information & systems and learning & development. This role falls within the information and systems function and as such is best suited to candidates with a good level of compensation, benefits and systems experience. It is also essential that candidates are confident to be seen as a subject matter expert.

The collective team is responsible for the delivery of all aspects of the firm's People Strategy and comprises 10 individuals in total. The role will be directly managed by a HR Business Partner but will work closely with all members of the department, including the Head of HR, on a day to day basis.

### Main Duties and Responsibilities

The main aim of the role is to provide support to the firm on all aspects of employee compensation and benefits whilst also contributing to the development of HR systems and processes/ ways of working. Involvement in projects which relate to compensation, benefits and systems will also form part of this role.

Whilst not an exhaustive list, day to day responsibilities are likely to include:

#### **Employee benefit administration**

- Assuming responsibility for all aspects of the effective administration of the firm's employee benefits offering in a professional, responsive and culturally appropriate manner.
- Liaising with the firm's external benefits consultants and acting as the main point of contact for the success of this relationship.
- Ensuring that the firm's offering is administered accurately, is competitive within the broader legal market and fit for purpose.
- Keeping the annual calendar of benefits administration and key dates up to date and ensuring that all actions are appropriately flagged up in good time.
- Managing the annual risk benefits renewal cycle.
- Managing the annual flexible benefits election window including creating engaging communication campaigns and literature to maximise take up.
- Working alongside the Head of HR to put forward proposals to the firm for the development of its benefits offering.
- Ensuring that all benefits are administered within the HR budget limits and assisting the Head of HR in identifying a suitable benefits budget for the forthcoming financial year.
- Responding to all routine benefits related queries whilst also ensuring that others in the team are suitably equipped to handle queries during periods of absence.

## **Firm pension scheme administration**

- Acting as the first point of contact for all aspects of the firm's pension scheme, both for employees and for the firm's benefits consultants and outsourced payroll team.
- Scheduling and attending the annual pensions governance meeting and ensure that any actions are appropriately followed up/reported back.
- Keeping up to date with pension's legislation and report any key changes back to the HR management team for appropriate discussion and for actions to be identified/agreed.

## **Remuneration**

- Supporting the HR management team with the annual salary review process and assisting at each step of the process including the creation of a project plan and timeline.
- Compiling salary benchmarking information across all levels of staff and across all office locations.
- Preparing accurate spreadsheets and other data for use throughout the salary review and bonus processes.
- Running appropriate modelling scenarios and reporting back findings accurately, making suggestions for improvements as relevant.
- Ensuring that all salary changes are accurately reflected in payroll.
- Preparing and distributing all salary change letters in conjunction with the HR management team and/or Head of HR.
- Keeping up to date with changes in remuneration for all roles across the firm, and highlighting market changes as appropriate.
- Contributing to the fee earner chargeable hours and discretionary bonus schemes, particularly liaising with Finance to ensure that all data is accurate and supporting the HR management team throughout the relevant bonus award discussions.
- Supporting the HR Coordinator in the preparation of bonus letters and ensuring that bonuses are captured accurately in payroll.

## **Payroll**

- Assuming responsibility for the checking of the monthly payroll process and liaising with line managers as appropriate.
- Supporting and mentoring the HR Coordinator to ensure complete accuracy of all payroll changes and that these are shared with the firm's outsourced payroll providers with agreed timescales.
- Providing advice and guidance to staff around any payroll errors and identifying appropriate solutions to rectify, liaising with the HR management team as necessary.
- Acting as the first point of contact for the firm's outsourced payroll provider and escalating any issues to the HR management team so that KPI's can be monitored effectively at all times.

- Liaising with the broader HR team so that all are aware of key payroll deadlines and any process changes/improvements.
- Working alongside the HR business partnering team to ensure that all payments in relation to maternity, paternity, adoption, sick leave or any other paid leave are administered correctly.
- Keeping up to date with legislation changes particularly in relation to statutory payments and working with the HR business partners/others to ensure that relevant updates are captured in a timely manner.

### **HR data and information management**

- Assuming responsibility for the accuracy and integrity all data held in the HR system (Open HR).
- Ensuring that all members of the HR team are adequately trained in order for information to be input appropriately and accurately.
- Monitoring the use of HR systems, making suggestions for improvements and carrying these out within own knowledge/experience.
- Liaising with OHR consultants/the firm's IT team/others in relation to systems improvements or any other HR system issues.
- Inputting data and other information as relevant in line with department guidelines and requirements.
- Managing the production of workflows within the system at specified times of the year, eg. holiday carry over, to ensure that all processes are carried out effectively and liaising with others in the team as appropriate.
- Producing accurate and relevant monthly management information as agreed with the Head of HR and HR management team.
- Responding to requests for data and other information from the firm's BD Bids team in a timely manner.

### **Other duties**

- Ensuring that the firm's external occupation health arrangements are effective and fit for purpose.
- Ensuring that the HR team maximise their investment in all aspects of compensation and benefits so that they are in the best possible place to provide advice and guidance to the firm (eg utilizing free training sessions, keeping all literature up to date, etc).
- Administering the firm's Employee Awards scheme or other appropriate award schemes the firm may introduce from time to time.
- Gathering feedback on all aspects of the firm's compensation, benefits and remuneration strategy and putting forward recommendations for developments and improvements.

- Building a network with other compensation and benefits professionals in other firms in order to share knowledge and best practice as appropriate.

## **Governance and Risk**

Effectively managing risk and adhering to best practice in all aspects of the delivery of the People agenda and particularly in relation to those which impact the responsibilities of this role. In particular:

- Keeping up to date with employment legislation changes and proactively contribute to any necessary HR process and/or systems changes.
- Managing the HR Handbook ensuring all HR processes are fully documents and kept up to date.
- Contributing to relevant HR and firm wide audits and any subsequent action plans, particularly in relation to the firm's external accreditations (ISO9001, ISO27001 and Investors in People).

## Other Duties and Responsibilities

- Any other duties as reasonably requested by the Head of HR, HR Business Partners or other members of the department; and
- Occasional travel to the firm's offices in Birmingham, Winchester, Chorley and Leeds will be required.

## Skills set

We are looking for a proactive and enthusiastic HR professional who is able to help drive an excellent HR function forward within the firm. Putting forward suggestions for improvements and sharing ideas around best practice will be a key part of this role. The successful candidate will also be commercially focused and ideally have:

- compensation and benefits experience;
- the ability to enthuse, engage and influence at an appropriate level;
- good interpersonal skills with the ability to get on with a wide range of people at all levels;
- a sound knowledge of current employment legislation and recognised HR best practice; and
- outstanding IT skills which include an excellent working knowledge of Excel, Word and Outlook, as well as experience of the use of an HR database and production of metrics.

Candidates will also be expected to demonstrate at interview that they are:

- a team player who is able to supervise, motivate and work alongside others;
- proactive and innovative in their approach;
- bright and commercially focussed;
- outstanding accuracy with a particular interest in numbers and data analysis;
- self-motivated and able to work without direct supervision; and
- focused on the delivery of a first class service, being hands on at all times but also able to step back and assess the bigger picture.

## **Capsticks is an equal opportunities employer**

Capsticks is committed to providing equal opportunities for all and to encouraging diversity through recruitment. Applications are welcome from all sections of the community and decisions to progress will be made with reference to entirely objective criteria only.

Capsticks is an agile firm and is open to conversations about flexible working.

In 2020 Capsticks achieved a 1 star accreditation from Best Companies, the specialists whose recognition programme is the standard for workplace engagement. The Best Companies accreditation is really important to Capsticks as it focuses on the trust and value we place in our people, their wellbeing and their careers.