REWARD CONSULTANT

A position at Santam: Head Office – People and Brand (Bellville) exists for a Reward Consultant.

The appointment will be made in line with the Divisional Employment Equity targets.

Take note: The successful candidate must be available to travel locally, as this position is based in Cape Town, but we have offices in various other locations.

JOB PURPOSE

The Reward Consultant is responsible for design, implementation and communication of reward and wellness interventions.

PRINCIPLE ACCOUNTABILITIES

- Analyse effectiveness and competitiveness of existing reward programs and model potential impact of alternatives.
- Design and evaluate reward programs in support of business goals and employees' needs, which integrate with our overall employment value proposition and support our values.
- Assess competitiveness of reward strategy and make recommendations for new programs or enhancement to current programs.
- Recommend and develop communication plans and data collection systems for reward information.
- Research market trends, legislation, and compensation surveys to make recommendations for policy change and competitive positioning as appropriate.
- Participate in reward activities, including the strategic planning of reward system design;
- Incentive plan design;
- Review and analyse internal and external equity issues and other reward data.
This position will also be responsible for projects involving negotiation of agreements or discussions of technical issues with peers and senior-level contacts.

Effectively partner with HR and BU’s to manage, consult, and resolve reward issues.

Provide guidance to the business and develop creative solutions on a variety of reward issues including the setting of appropriate pay levels, incentive pay and share participation.

Develop proposals and deliver presentations about reward programs to influence and educate managers.

Conduct road shows when new benefits are introduced or existing ones changed.

Independently manage reward projects for specific business units.

Conduct phone-around surveys with key industry contacts, as needed.

Provide subject-matter expertise and guidance on reward related policies and ensure process integrity.

Recommend approaches to facilitate the effective delivery of pay programs and related policies (such relating to administration & audit controls).

Manage performance and reward projects that may require input from other departments, such as Communication, Change Management, Organisational Design, as well as IT & Marketing.

Enhance Santam’s presence in the local marketplace through efforts that may include developing affiliations in the professional community, writing articles and presenting.

QUALIFICATIONS AND EXPERIENCE

- A degree or diploma in a related field or equivalent experience (preferably B.Com).
- Formal training in reward fundamentals (ex. GRP certification)
- 5 - 7 years design oriented reward experience with an in-depth knowledge of core reward terminology and best practices.
- Previous experience and a good understanding of share incentive plans
- Project management experience, including budget management, diligent attention to details, and the ability to engage clients and colleagues at all levels
- Proven consulting experience with the ability to seek out information and provide quality advice.
- Experience in creating dynamic tools and models to interpret and analyse data.
KNOWLEDGE

- Basic understanding on how to design an incentive plan
- Understand the legal and regulatory environment relating to employee reward.
- Some financial knowledge (recommended) e.g. basic understanding of financial statements and the budgeting process.

SKILLS

- Ability to write clear communications tailored for the specific audience
- Ability to formulate and analyse data from a variety of sources.
- Capacity to operate under pressure

COMPETENCIES

- Problem solving
- Producing creative solutions
- Developing & implementing strategy
- Adapting to changing circumstances
- Performing under pressure
- Enterprising & commercial thinking
- Deciding & initiating action
- Leadership
- Building networks and good relations
- Negotiating and getting agreement

To apply, please forward your CV to louise.retief@santam.co.za

Closing date: 25 November 2011