



JOB DESCRIPTION

JOB TITLE: Reward & Benefits Manager
DEPARTMENT: Human Resources
REPORTS TO: Head of Human Resources
LOCATION: Molineux Stadium and Sir Jack Hayward Training Ground
HOURS: 37.5 per week
DATE: March 2024

We are Wolves. Progressive, determined, bright, unified and humble. A pack that is hungry for success. Wolves is one of the fastest growing professional football clubs in the UK, and also boasts one of the richest histories in the beautiful game.

Formed in 1877, Wolves was a founder member of the Football League, and was one of the country's most successful sides in the fifties and sixties. During a two decade spell the Black Country's most decorated side won three First Division titles and one of its four FA Cups.

Fast forward 70 years and Wolves are back among football's European elite, but this time we will compete as a sports and entertainment business across multiple brand verticals. As a challenger club, Wolves dare to be different, which is why creating world class propositions in esports, fashion and music are all part of our ambitious plans.

At Wolves, we don't simply look to the future, we seize it.

We take seriously our commitment to the safeguarding of children and adults at risk and to ensuring that Wolves is free from discrimination and harassment.

Job purpose

To develop and implement a Reward & Benefits strategy for the organisation.

This role will manage all aspects of the organisation's benefits package and will develop global mobility policies and practices.

This role will also ensure that the organisation meets statutory and legislative governance requirements.

Key responsibilities

- Devise a Reward & Benefits strategy which supports the organisation's business and people strategy, working as part of the HR leadership team.
- Lead the planning and delivery of the annual salary review. Responsible for accurately modelling scenarios in support of budgetary provision, critically analysing internal and external market data as well as internal performance review data to assist in the decision-making process. Produce the relevant tools and data to HR & Line Managers and provide final output to payroll teams for processing.



- Participate in external market data surveys, submitting relevant base pay, benefits and total reward data to providers to supplement other sources of market data to inform salary benchmarking decisions.
- Act as a specialist in the application of job matching methodology, ensuring robust job matching decisions are agreed. Ensuring that outputs are documented and evidenced to be able to support challenges to outputs from the business.
- Work closely with the Payroll Manager to ensure efficient and accurate administration of salaries and benefits.
- Act as a technical expert on global mobility matters liaising with Tax Advisors and overseas payroll bureaux as appropriate to ensure policy and practice meet the Club's governance, Tax and Social Security obligations both in the UK and overseas.
- Manage the Club's pension scheme, liaising with Pension providers, anticipating changes to pensions legislation and policies and advising the Club's Head Of HR and Finance function as appropriate.
- Use knowhow and experience from other sectors to provide advice for Reward & Benefit policy and practice; to introduce new ideas; and to follow cross-sector best practice.
- Support the insured benefit scheme renewal process. Manage the relationship with brokers and benefits providers. Responsible for negotiating rates and coverage to ensure that the insured benefits are fit for purpose and cost effective.
- Manage the administration of Voluntary Benefits. Manage the day to day administration, communications and relationship with the providers. Provides monthly reports on take up levels and costs. Is the key contact for employee queries.
- Continuously engage employees on the benefit offering through the development and delivery of an annual communications plan for all core benefits and employee discounts, available to employees. Providing an advisory service to employees from induction and during life changes to ensure employee understanding and take up of the benefit offer is maximised to drive engagement in support of the organisation's employer value proposition.
- Manage the Club's fleet of vehicles, working closely with our fleet partner to ensure smooth administration of the fleet and adherence to the fleet policy.
- Manage and develop Reward & Benefits information, ensuring this interfaces effectively with Payroll and other key HR systems.
- Manage all Reward & Benefits aspects of the Club's budgets.



General responsibilities

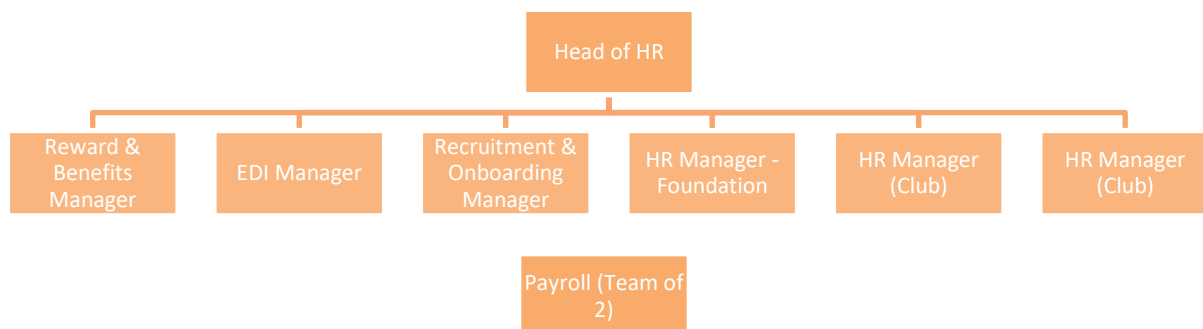
- Compliance with Club policies
- Compliance with the Club's health and safety procedures
- Compliance with the Club's safeguarding policies
- To promote the Club's values
- To work consistently to embed equality & diversity into the Club
- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times

Key relationships

- HR & Payroll team
- Brokers and benefit providers
- Club managers and employees
- Senior Management Team

Scope of job

There are circa 300 permanent and 400 casual employees based across the UK and Europe currently.





Person Specification

Job Title: Reward & Benefits Manager

Knowledge: the level and breadth of knowledge to do the job e.g. understanding of a defined system, method or procedure, legal or regulatory frameworks etc.

Essential

- Knowledge of UK employment legislation with the ability to interpret contractual obligations in employment contracts relating to employee benefit and remuneration provisions
- Strong knowledge of pensions policies and legislation

Technical/work-based skills: skills specific to the job e.g. language competence, typing skills, coaching skills.

Essential

- Highly numerate and accurate in data analysis
- Strong presentation skills
- Ability to explain complex data in a clear and concise manner
- Strong negotiation and influencing skills to drive down costs of benefit provision with external suppliers
- Advanced excel and financial modelling skills

Desirable

- Strong technology background with experience of being part of an HR team

General skills and attributes: more general characteristics e.g. flexibility, communication skills, team working etc

Essential

- Ability to multitask and prioritise, working under pressure
- Excellent written and verbal communication skills
- Proactive and innovative
- Flexible, hard working with excellent attention to detail
- Promote, adhere to and implement the Club's Equality Policy and to work consistently to embed equality and diversity within Club

Experience: proven record of experience in a particular field, profession or specialism.

Essential

- Proven experience of working in a fast-paced Reward & Benefits role with responsibility for all aspects of the Reward & Benefits annual cycle of events
- Able to work with and manage external suppliers
- Project management experience
- Experienced in the development and ongoing administration of employee benefits, including international benefits
- Experience of running salary review processes

Desirable

- Experience of working within a football club

Qualifications: the level of educational, professional and/or occupational training required.

Essential

- CIPD qualified or specialist Reward & Benefits qualification