

Reward and Recognition Administrator

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Company: Pertemps TM

Location: Dundee

Category: business-and-financial-operations

Job Title:Reward and Recognition Administrator

Contract Type:Permanent (Fixed-Term)

Grade:Grade 4 £22,681

Location:Dundee, DD1

Working Hours:8.45am - 5pm (36.25 hours per week)

Working Arrangement:Hybrid working, minimum 2 days on campus

Job Description:

Provide comprehensive administrative support to the Head of Reward & Recognition and the Reward & Recognition Manager throughout the annual cycles.

Collate and verify data in advance of committees, ensuring accuracy and compliance with relevant standards.

Assist in managing the Academic Probation process, including creating and updating probation spreadsheets and disseminating outcomes to staff.

Support the Merit Awards process by preparing communications, managing nominations, and coordinating committees.

Prepare staff lists for the annual Academic Appraisal process and ensure accurate recording in the HRP system.

Maintain up-to-date records of Objective Setting & Review (OSaR) in the HRP system and produce reports on completion rates.

Attend meetings related to global mobility, record discussions, and issue actions as required.

Provide administrative support for the HERA job evaluation process, including collating submissions and arranging panel meetings.

Monitor the Reward & Recognition annual calendar of activities and assist with the preparations for recognition events.

Ensure information relating to reward and recognition processes is up to date on webpages and SharePoint.

Assist in managing and monitoring market supplements across the University.

Handle sensitive data relating to staff, finances, and equality information with discretion and confidentiality.

Maintain reward data in spreadsheets and on the HRP system, ensuring accuracy and compliance.

Provide administrative support to Reward & Recognition projects and monitor the generic inbox, responding to queries appropriately.

Develop a detailed understanding of established University Reward & Recognition policies and procedures and provide information and advice as required.

Skills, Knowledge and Experience:

Previous experience in an administrative role supporting service delivery.

Experience of working in an HE environment would be an advantage.

Excellent organisational skills, with the ability to work on multiple projects and effectively prioritise time and work.

Previous experience of data entry.

Proficient at using IT systems, with a good working knowledge of Microsoft packages - Word, Excel, Outlook, SharePoint, PowerPoint, Teams.

Excellent communication and interpersonal skills, with the ability to interact positively with people at all levels.

Ability to manage own time and workload, meet deadlines, and prioritise work with minimum supervision.

Capable of working to a high level of accuracy and reliability producing accurate work.

Discrete, confidential, and able to handle sensitive information appropriately.

Willingness to undertake training to improve skill base or adapt to changing circumstances.

Commitment to continuous service development and ongoing personal and role development.

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Cross References and Citations:

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