

About us...

Lincolnshire



Lincolnshire Co-op is a long-standing, community-focused organisation proud to serve the people of Lincolnshire and surrounding counties. Our Support Centre, based in Lincoln, is the operational heart of our business. It's home to a range of specialist teams who work behind the scenes to support our front-line colleagues and ensure we deliver exceptional service across all our trading areas.

Essential Information – *what you need to know*

Job purpose:

- Delivering accurate and insightful analysis to ensure our pay and benefits remain competitive, equitable, and sustainable.
- Supporting the cyclical reward processes including pay review, bonus, and benefits, while ensuring compliance with legal and reporting requirements.
- Enhancing the colleague experience by maintaining high-quality data, benchmarking market trends, and contributing to continuous improvement in reward practices.

You'll report to:

- Reward and Benefits Manager

Your hours:

- 37.5 hours per week (FTE)

Your relationships:

- SME's, managers and colleagues across the Society.
- Colleagues from across Lincolnshire Co-op, including People, Learning and Development, Communications, Health, Safety and Security among others.
- Customers, clients, suppliers and stakeholders from local community groups.

What you'll bring to us:

- Experience in a reward, compensation or HR analytics role within a complex organisation.
- Strong numerical and analytical skills, with advanced proficiency in Excel and data analysis.
- Knowledge of UK reward practices, benefits and relevant employment legislation.
- Exceptional attention to detail, with the ability to manage multiple priorities effectively.
- Confident communicator with strong written and verbal skills, able to present complex data clearly.
- Proven stakeholder management skills, building effective working relationships at all levels.
- Analytical mindset with the ability to interpret and explain insights meaningfully.
- High level of discretion, integrity and confidentiality when handling sensitive information.
- Ideally CIPD qualified (or working towards) or with equivalent experience.
- Experience using job evaluation methodologies such as Willis Towers Watson (WTW) or Hay and familiarity with associated platforms would be desirable.
- Demonstrates strong alignment with the values and purpose of Lincolnshire Co-op.



Providing and supporting
valued services



Helping to grow the
local economy



Caring for our
health and wellbeing



Looking after
our local environment

Together we are

Your Purpose – *I will contribute to my team and the Society’s ongoing success in this role by...*

Your duties and responsibilities:	- Maintaining and updating the Lincolnshire Co-op Job Matrix and associated job role data to ensure accuracy across grades, pay bands, and agreements. - Conducting job evaluations using the WTW methodology, ensuring consistent and fair role levelling. - Completing benchmarking analysis to inform pay, reward and benefits recommendations. - Providing analytical support for the annual pay and bonus review cycles. - Managing the reward inbox, responding to queries promptly and escalating where appropriate. - Supporting the delivery of legislative pay reporting, including Gender Pay, CEO Pay Ratio and other statutory disclosures. - Producing regular reward reports and dashboards for the People Team and Executive Leadership Team. - Completing external salary surveys and responding to ad hoc market data requests from approved suppliers. - Maintaining the accuracy of reward-related data by monitoring and resolving integrity issues with the People Systems team. - Analysing and extracting data to support the Society’s Employer Value Proposition (EVP) and colleague benefits offering. - Providing guidance to HR colleagues and line managers on reward frameworks, pay practices, and benefits policies. - Keeping up to date with UK reward legislation, pay trends and emerging best practices. - Supporting the development, communication, and implementation of reward policies and frameworks. - Contributing to projects that improve processes, strengthen governance and enhance the overall colleague experience. - Collaborating with internal stakeholders to ensure reward activities are aligned with financial, operational and people strategies.
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Together we THRIVE...

- **Trustworthy** – we do what we say we’ll do and trust others to deliver to the best of their ability
- **Helpful** - we support and challenge each other collaboratively, no matter the role or level.
- **Respectful** - we listen to other views and opinions with consideration and celebrate differences.
- **Inspiring** - we role model what good looks like and lead by example to be better.
- **Valued** - we recognise achievements and appreciate everyone’s contributions.
- **Empowered** - we listen and encourage each other to take opportunities.

Your Approach – *how you will contribute to your team and the Society’s ongoing success in this role.*

I will be trustworthy by:	- Maintaining confidentiality and accuracy in all reward data. - Ensuring compliance with reporting and governance standards. - Delivering accurate work within deadlines and agreed frameworks. - Building confidence with colleagues through consistent and reliable support.
I will be helpful by:	- Providing clear guidance to HR and line managers on pay and benefits. - Sharing insights that support fair decision-making across the business. - Collaborating effectively with colleagues to improve reward processes. - Offering proactive support to ensure smooth delivery of reward cycles.
I will be respectful by:	- Valuing diverse perspectives when reviewing pay and benefits data. - Engaging stakeholders constructively when resolving queries or discrepancies. - Maintaining professional communication in all interactions. - Treating all colleagues with fairness and integrity.
I will inspire others by:	- Promoting continuous improvement in reward and benefits practices. - Sharing innovative ideas to enhance our EVP and colleague experience. - Demonstrating a commitment to learning and professional growth. - Acting as a trusted advisor to the business.
I will value people by:	- Acknowledging the impact of collaborative teamwork and shared goals. - Recognising and celebrating success within the People Team. - Encouraging open feedback and mutual appreciation. - Supporting a positive, inclusive working culture.
I will empower others by:	- Taking ownership of reward projects and initiatives. - Using insight and analysis to influence positive change. - Encouraging colleagues to engage with reward tools and benefits. - Seeking opportunities to develop and enhance own expertise.