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| A | **Post Details** | | | | | | | |
|  | Job Title: | Recognition & Benefits Assistant | Function: | Human Resources | | | | |
|  | Location: | 4 More London | Unique Post Number: |  | | | | |
|  | Reports To: | Recognition & Benefits Manager | Grade: | ASG | | | | |
| B | **Purpose of the Job** | | | | | | | |
|  | The purpose of this role is to manage and streamline the administration of HR recognition programs, employee benefits, and related processes. | | | | | | | |
| C | **Principal Accountabilities** | | | | | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10  C11  C12 | Administer the Company’s reward schemes, ensuring vouchers are stored, issued and recorded in accordance with Company procedures and all nominations are followed through to conclusion to enable employees to be rewarded in a timely manner.  Assist with the organisation of award ceremonies for long service, retirements and reward schemes including preparation of all speech material and gifts.  Undertake the administration of any new company benefits schemes that are available to eligible employees.  Responsible for the running and administration of the flexible benefit scheme. Ensure new entrants receive relevant information. Provide advice and application information on taking up the scheme to all eligible managers. Inform payroll of pay adjustments and outstanding balance for leavers  Undertake administration for private medical insurance for all eligible managers, providing general advice.  Ensure the timely submittance of P11D information relating to all benefits administered through the Compensation & Benefits function for taxation purposes.  Manage the interface between the Company and Rail Staff Travel to ensure service levels are maintained and provide up to date information on new entrants, leavers, transfers and change of address.  Liaise with other TOCs over reciprocal travel arrangements and seek to begin relations where necessary.  Responsible for all Duty travel on the company and other TOC services, maintaining travel document stocks to the appropriate level and ensuring records are up to date and auditable  Take appropriate action with any travel irregularities which come to light for both ATOC and the Company Travel concessions, forward to the APM for investigation where deemed appropriate.  Manage the process for obtaining employees ID cards and staff travel facilities when they leave the company.  Support and provide cover for the Recognition and Benefits Manager and Recognition Assistant as required. | | | | | | | |
| D | **Safety Responsibilities** | | | | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | | | | Yes |  | No | **🗸** |
| D2 | This is a KEY SAFETY POST or nominated deputy | | | | Yes |  | No | **🗸** |
| D3 | The holder of this post is identified as a KEY SAFETY MANAGER | | | | Yes |  | No | **🗸** |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | | | | Yes |  | No | **🗸** |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | | | | Yes |  | No | **🗸** |
|  |  | | | | | | | |
| D6 | The post holder has the following specific safety responsibilities: | | | | | | | |
|  | None | | | | | | | |
| E | **Decision making Authority** | | | | | | | |
| E1 |  | | | | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | | | | |
| F1 |  | | | | | | | |

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| G | **Person Specification** |
|  | Southeastern aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us. For these reasons we look for evidence of Southeastern values in all potential staff and our existing staff looking for promotion along with the particular experience/knowledge, skills and behaviours relevant to the position applied for. These are We care passionately about people  * + we put ourselves in our passengers’ shoes to do what’s right for them   + we support our colleagues to be, feel and do their best   + we love the places we serve and do our bit for our communities and environment  We aim to be the best  * + we move with pace, we’re agile and learn from everything   + we relentlessly strive to be the best   + we are professionals with personalities  We make the difference together  * + we are answerable to each other and our passengers   + we trust each other and do what we say we will   + we are stronger together than we are as individuals   The job demands the following blend of experience/knowledge, skills and behaviours (all are essential , unless otherwise shown and will be assessed by application and/ or interview/assessment) : |
| G1 | Experience, Knowledge & Qualifications (including any specific safety training requirements) Good working knowledge of IT systems to include Word and Excel  Good communication skills and the ability to get on with people at all levels  Administration experience including note taking and preparing reports.  Previous experience of administration, preferably in an HR Department  Good educational background  Working towards or completion of CHRP |

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| G2 | Skills (including any specific safety critical competencies) Strong interpersonal and communication skills both written and verbal  Highly organised and able to work well under pressure  Accurate administration with meticulous record keeping skills  A flexible and co-operative approach to work | | | | |
| G3 | Behaviours Professionalism  Honesty and integrity  Teamwork, sharing and supportive | | | | |
| G4 | **Other** | | | | |
| H | **Dimensions of role** | | | | |
| H1 | Financial – Direct: | |  | | |
| H2 | Financial – Other: | |  | | |
| H3 | Staff Responsibilities – Direct: | |  | | |
| H4 | Staff Responsibilities – Other: | |  | | |
| H5 | Any Other Statistical Data: | |  | | |
| I | **Acknowledgement** | | | | |
| I1 | Prepared By: | Pat Davis | | Date: | 21st August 2012 |
| I2 | Approved By (Head of Department): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **J** | **Job Description Briefing** | | | | | |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of post holder: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |
| **K** | **Nominated Deputy for Safety requirements** | | | | | |
|  | If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description. | | | | | |
|  | The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of nominated deputy: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |