

## Job Description: Reward and Governance Manager

**Reports to:** Head of People Operations

**Location:** West London – currently operating an agile working policy with two core days (Mon and Weds) in the office

**Contract:** FTC (12 months-maternity cover)

**Pattern:** Full Time (standard hours 9am – 5.30pm)

**Salary:** £55,000 to £65,000 (depending on experience)

### About the role:

The Reward and Governance Manager plays a pivotal role in ensuring that all aspects of compliance and regulatory requirements pertaining to People processes, Tax, Pensions, workforce are thoroughly met.

As the Reward and Governance Manager, you will be responsible for monitoring and implementing necessary adjustments to policies and procedures to ensure alignment with regulatory standards and best practices. Additionally, you will play a key role in assessing and mitigating risks associated with reward and governance matters.

This is an exciting opportunity to not only ensure regulatory compliance but also to contribute significantly to the strategic objectives of Ark Central. As a maternity cover fixed-term contract, you will have the chance to make a meaningful impact during your time, with an anticipated start date of May 2024 and an expected end date of June 2025.

### Key Responsibilities:

- Provide expert advice and guidance on UK Tax and Pension (knowledge of TPS and LGPS schemes is desirable)
- Build frameworks to plan and manage the continuous process of change including dependencies, risk, potential scenarios, and controls to mitigate
- Periodically reassess the operational risks in the business, legal and regulatory requirements, operating procedures, and practices
- Overseeing the monitoring and identification of regulatory developments, including enforcement actions, and new laws, regulations, rules, and interpretations
- Monitor Payroll Service Levels with payroll vendor across all Ark entities, tracking payroll issues and solutions
- Lead and Manage on People regulatory obligations, e.g., IR35, GDPR, DBS, Immigration and Sponsorship
- Provide training and briefing sessions to employee groups as required
- Embed risk management; performing risk assessments and audits (specifically around compliance with key people processes), designing controls, evaluating controls, measuring the state of compliance, and prioritising risk
- Develop and communicate an audit and review process and metrics and quarterly business reviews
- Support on data, payroll and pension projects, e.g. Auto enrolment, Single Central Record data migration for Central Office and payroll audit work
- Manage other HR risk and compliance related projects as needs arise

## Person Specification: Reward and Governance Manager

### Knowledge & Skills

- Proven experience of HR processes, controls, and systems
- Strong track record of working in a fast-paced dynamic HR function
- Strong verbal and written communication skills to effectively convey complex information to various internal stakeholders
- Extensive understanding and application of payroll and pension management
- Strong Microsoft Excel skills including large data sets - experience with using data sheets, formula, reporting and error handling

### Personal Qualities

- High attention to detail to improve and develop HR processes and procedures
- Comfortable working independently
- Pro-active, analytical and inquisitive nature
- Ability to plan, prioritise workload ensuring service and deadlines
- Ability to maintain confidentiality when handling sensitive information

### Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).*