

University of London

Human Resources Department

Service Level Descriptions

Remuneration & Reward

The Objective of the Service

- To ensure that appropriate reward strategies are in place to recruit and retain high quality and appropriately qualified staff in all parts of Goldsmiths.
- To ensure that reward packages are compliant with the principles of equal pay for work of equal value.
- To ensure that where appropriate reward is linked to job evaluation and negotiated payscales.
- To provide advice and assistance on developing appropriate reward packages.
- To ensure reward packages are affordable and effective in meeting Goldsmiths aims and objectives.

HR SERVICES WILL:

- Take lead responsibility for developing and reviewing reward strategy and mechanisms
- Provide a full job evaluation service
- Collect and analyse market data to ensure attractive rewards
- Service all bodies responsible for promotion and progression
- Advise these bodies, heads of department and members of staff on individual cases and remuneration policy

- Provide all stakeholders with notification of deadlines, procedures and forms
- Provide self assessment training for staff seeking progression
- Implement decisions, notifying all relevant parties
- Monitor and report on promotions and related activity
- Review and revise policy and procedures as necessary
- Advise departments concerning appropriate payments to recognize additional responsibilities
- Maintain and publish information on pay scales, pay settlements and arrears
- Notify individuals regarding the award of new or changes to any allowances
- Notify individuals of changes to pay following progression and promotion
- Provide advice and assistance on appropriate reward packages
- Provide annual analysis of outcomes of progression activity.

What we need from the Head of Department and other stakeholders:

- To submit applications and references by the stated deadlines
- To use appropriate forms and follow guidance eg on provision of evidence
- Adhere to requests for standardised applications
- Only request reviews or reward package adjustments above as and when the change is demonstrably justified
- Provide information on the continuation or change to responsibility allowances or other payments promptly and accurately
- To refrain from making salary commitments to staff prior to consideration by the appropriate body

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