Building homes, independence and aspirations

Job Profile

Job Title	Reward and Benefits Advisor		
Job Reference No.	HOMEJD1213	Date of issue:	January 2026

The job in a **nutshell…**

As a true self-starter you're passionate about providing a brilliant service to colleagues, supporting engagement with our reward and benefits offer. You're a reliable go-to colleague for credible advice, guidance and support with our offer, role modelling our Brilliant Conversations model when supporting colleagues and managers.

You'll be confident managing data and form an integral part of our team supporting the Reward Manager with our pay and reward approach, keeping everything on track and helping to shape a positive, engaging workplace where every colleague feels valued.

What **success** will look like**…**

Our reward and benefits platforms support our self-serve approach with content reviewed regularly to support engagement and to reflect colleague feedback. Colleagues will feel supported and confident in accessing our benefits and systems. You'll approach queries in a caring and commercial way, resolving issues and updating guidance to ensure colleagues have access to key information.

Communications about recognition programmes are timely, engaging, and accessible, leading to increased awareness and ensuring colleague are recognised for their fantastic contributions. Our recognition programmes are effectively managed, and recognition budgets are utilised, communicated and monitored throughout the year.

Colleagues will have access to our benefits through timely uploads of new starters and leavers to our benefits portals. You'll work alongside suppliers to ensure a smooth service to streamline processes and support with contract reviews and renewals.

Market and internal benchmarking data is consistently up-to-date, accurate, and informs pay decisions confidently. You'll be a dab hand at extracting and analysing people and reward data, working closely with the Reward Manager to identify trends and ensuring meaningful insights are developed from it.

We proactively knowledge share across all areas of reward, benefits and pensions ensuring continuity of support across key processes for colleagues.

You'll already have these **brilliant** skills, qualifications and knowledge**...**

Transferable Skills.	Technical qualifications, experience and knowledge.
We have creative spark • Think outside the box about how things can be done more efficiently and effectively • Act on your ideas and make things happen! • Share your excitement and passion	**Relevant technical experience** • Previous experience in an HR, benefits, data or reward role- along with a willingness to continually develop your benefits, reward and pensions expertise. • Previous experience of market benchmarking tools, job evaluation methodologies preferably Hay and/or pensions administration.
We have an eye for detail • Pays attention to the details • Using and recording information accurately and timely	**Communication skills** • The ability to clearly explain reward policies and drive engagement with our colleague offer.
We are self-starters • Be well organised • Be proactive • Strive to get it right first time	**Reporting and analytical skills** • The ability to combine data sources to interrogate management information. • Strong proficiency in MS Excel. • Confident using this data to identify key trends and support with evidence-based recommendations. • A proactive approach to updating systems and process guidance where it's needed to ensure accuracy of support and data.
We know how the world works and our place in it • Take ownership for understanding the external influences on Home Group and what our competitors are doing	

We'd also love you to have, or be **brilliant** at… (but don't worry if not)

CIPD qualification Experience in housing, care or public sector environments.

We're all **accountable** for…

Health and Safety of our ourselves and others; put simply this includes taking the time to complete all learning, understanding your role-specific responsibilities, working with reasonable care and taking steps to address and report problems related to Health and Safety.

Taking a proactive approach to your learning and development to be the best you can be. This includes understanding and keeping up to date with all our relevant policies and processes as well as taking advantage of all the learning opportunities and resources available to you … they're there for a reason but don't worry, we'll help keep you informed along the way.

Promoting equality, diversity and inclusion as a top priority at Home Group; leading by example in your actions and demonstrating our Brilliant People behaviours.

Keeping things compliant! You'll have role-specific and organisational goals but it's important you take these seriously and keep people and information secure and safe within the scope of doing your bit here at Home Group.

Comfortable operating in a modern digital workplace, including using digital tools to work collaboratively and productively.

Other **important** stuff…

Budget Holder	No	Budget value up to £	
Manages People	No	# of direct reports circa	
Travel	Occasional	Driving Essential	No
DBS	None		


We have an eye for detail
We are intuitively collaborative
We have a win-win mentality
Accountable
We get where our customers are in their lives
We unleash the potential of others
Caring
Brilliant people
we are one team, unique and valued
We are organisers and drivers
We are self-starters
We are great influencers
Energised
We have creative spark
We know how the world works and our place in it
Commercial