



HR and Reward Support

Supporting HR through Covid-19



“

I'm very impressed with the colleagues I've worked with at Paydata. The level of expertise, knowledge and understanding in their field is brilliant.”

RESPONDENT

Paydata Customer
Satisfaction Questionnaire

Through these challenging times, employers have told us they have struggled to fulfil their HR agenda.

Indeed, over 80% of HR professionals told us in a recent Covid-19 survey, that they have been very involved in formulating and implementing contingency plans in recent months.

Paydata provides flexible HR and Reward support at short notice, to assist you with your reward and general HR management needs. Our tailored approach provides you with additional reward and HR resource at a number of different levels – Analysts, Senior Analysts, Consultants and Consulting Director.

Get in touch today to discuss
your individual needs:

+44 (0)1733 391 377
info@paydata.co.uk

How can I stay on track?

Paydata provides flexible HR and Reward support at short notice, in the following areas:



DATA ANALYSIS

PAGE 5

e.g. harmonising specific terms and conditions.



AD HOC BENCHMARKING

PAGE 6

One-off benchmarking of specialist, niche and senior roles.



ORGANISATIONAL DESIGN

PAGE 7

Analysis of payroll costs, role types, etc. at different levels of seniority and types of role.



JOB EVALUATION

PAGE 8

One-off evaluations or a number of roles in a specific family/function (i.e. place them into an underlying structure), review of existing schemes, full/partial grading implementation.



EMPLOYEE COMMUNICATION AND TRAINING

PAGE 9

Access advice and best practice on appropriate communications, particularly where difficult decisions are made.



JOB DESCRIPTION SERVICE

PAGE 10

Writing, reviewing and training your people to develop concise and accurate documentation.



REWARD / HR RETAINER

PAGE 12

Offering immediate access to advice from a dedicated Paydata consultant.



Data analysis

We have over 40 years' experience within Paydata of analysing employer reward data, including building our own bespoke toolkit to analyse key trends across different time-periods and/or organisation units.

Examples include analysis of sickness policies, bonus and commission schemes, redundancy costing, etc.

Get in touch today to discuss your requirements for a simple time and fees quote.

Ad hoc benchmarking of specialist/niche roles

Employers need market intelligence to inform their internal decisions, particularly when the external environment is volatile. Even in these challenging times, customers tell us they are experiencing recruitment and retention difficulties in key areas; particularly where recruitment has been frozen. Employee feedback may also suggest that the organisation is not paying some roles consistently with the external labour market.

Paydata's ad hoc benchmarking service helps you to access vital market intelligence on pay and conditions for highly specialised roles, as and when required. You can use our job search service to find pay data for a specialist/niche role, industry sector or a specific benefit or allowance.

Key benefits:

- Benchmark roles that you cannot benchmark elsewhere - Our payroll database captures a wide range of roles and we analyse and evaluate specialist roles that our customers are unable to benchmark elsewhere.
- Receive clear and easy to interpret reports - Reports can be personalised to each contributor, clearly illustrating how their pay compares to the wider market's pay.
- Benchmark specific locations - Our database can be analysed at a national, regional and local (postal area) level, reflecting the wider commute-to-work area that roles are often recruited from.
- Access the latest market intelligence - We directly-source payroll data for our surveys, which gives us access to the most up-to-date and accurate pay data for a very wide range of roles.

Benchmarking costs between £100 plus VAT per role and £550 plus VAT per role, depending on the output, role seniority and employment sector.



Organisational design analysis

Through a combination of our consulting and data modelling expertise and bespoke reward systems, we review most aspects of organisational design.

This can include analysing payroll costs across:

- Different business units
- Different job families/types
- At different levels of seniority

We can model different proposed scenarios of organisation design, including an impact analysis in terms of payroll costs, headcount, better/worse off, etc.



Job Evaluation / Ad hoc job evaluation

In addition to our own comprehensive, analytical job evaluation – called PAYgrade – we have extensive knowledge of most of the common methodologies. Employers can draw down on this expertise whenever needed:

- Evaluate single roles and convert to different job grading systems.
- Evaluate multiple roles, for example in the same job family/function, to determine the relativities between them, e.g. are there single or multiple grade gaps between specific roles?
- Review your existing grading scheme for accuracy and consistency – Both in terms of the methodology applied and whether it has been applied consistently across different evaluation results. We write up our findings and include recommendations to address any potential challenges.
- Full or partial job evaluation implementation – For example, evaluate a sample of key roles and slot your remaining roles in to this skeleton structure.



Employee communication and training

We have implemented numerous simple or complex reward projects over the past 20 years and the most important objective is to secure buy-in, whether at the most senior organisational levels and/or across the rest of the organisation.

We work closely in partnership with HR departments to ensure buy-in at key project stages, including:

- Leading/running Focus Groups/Workshops for Directors, Senior Manager, Employee-Representative Groups, Trade Unions, etc.
- Conducting one-to-one structured interviews with key stakeholders.
- Presenting to all employee groups/whole organisations.
- Collecting employee feedback through online pulse or culture surveys.
- Training Managers to have difficult conversations.
- Developing or advising on reward communication materials/content for letters, leaflets, presentations, emails, etc.

Our independence and expertise provides reassurance to employees, particularly where confidential feedback is desired.



Job Description writing service/workshop

With over 40 years' combined experience of writing and interpreting thousands of Job Descriptions across many different industries and organisations, we offer simple, practical and impartial advice and support in the following areas:

REVIEW YOUR EXISTING JOB DESCRIPTIONS

We can review the quality, accuracy and consistency of your existing Job Descriptions against industry best practice. This work involves:

- Reviewing your current documentation.
- Clarifying any queries about the roles with you, typically over the telephone.

This diagnostics service helps you to determine whether your existing documentation is fit for purpose or needs amending/re-writing. Our key findings can be distributed to your colleagues to inform your next steps. This service includes 2 days consultants' time, reviewing c.20 descriptions.

£2,900 to £4,600 + VAT, based on 20 to 50 roles

TRAINING

We offer a comprehensive training session for up to 10 people to write accurate and concise Job Descriptions. The session includes:

- An overview of the Job Description writing principles/outcomes.
- A detailed overview of the key areas to include in a Job Description.
- A masterclass in how to write relevant content for each key area.
- Using a Job Description to accurately evaluate a role.
- A review of up to 6 of your existing Job Descriptions, included suggested improvements.
- A question and answer session.

£1,500 + VAT

JOB DESCRIPTION WRITING SERVICE

Working as an outsourced partner, we use your existing documentation (e.g. organisation charts, comparable Job Descriptions), supplemented by a call or video conference to write bespoke Job Descriptions for you, that reflect the language and style that you already use. We would also speak with whoever has knowledge of the role(s) to ascertain its key role responsibilities. Include Director/Executive roles too.

Between £340 and £680 per role, depending on role seniority

OFF-THE-SHELF JOB DESCRIPTIONS

You can purchase template Job Descriptions immediately for common/support roles, which you can then change/update as appropriate to suit your organisations' roles. This vastly cuts down the time/resource required when starting from scratch. Discounts are available for multiple role purchases and pay benchmarking data, should you also require it at the same time.

£75 per role, up to £850 for 39 key roles



Reward / HR Retainer (outsourced Reward department)

Our 'anytime for you' retainer service is designed to ensure we are on hand to help you with your needs.

It ensures you access immediate advice from your dedicated Paydata consultant when you:

- Require consultancy services at short notice for any potentially business-critical issues.
- Manage numerous reward projects/initiatives, but do not have an in-house reward expert.
- Are a generalist HR practitioner, where you value having a Reward expert on hand to act as a sounding board and provide expert advice regarding possible ideas and strategy.

We agree a set number of consultancy hours per month and your dedicated consultants will be on hand to support you with your immediate needs. This is a subscription service on a rolling 3-month basis.



Get in touch today to discuss
your individual needs:

+44 (0)1733 391 377
info@paydata.co.uk

Paydata Ltd

24 Commerce Road
Lynch Wood
Peterborough
Cambridgeshire
PE2 6LR



+44(0)1733 391 377



info@paydata.co.uk



www.paydata.co.uk

