

PGL Beyond Job Description



Job Title: Reward Advisor

Reporting to: Head of People & Culture: Support Centres

Main purpose of the role

As Reward Advisor, supporting our teams across the UK and France, you will play a key role in the delivery and continuous improvement of our reward and recognition framework. You'll be responsible for ensuring job evaluations, market benchmarking, and compensation processes are executed effectively to maintain fair, competitive and business-aligned reward practices. This is a hands-on role, supporting both BAU and project-based work, working closely with colleagues across the wider P&C Team, Finance/Payroll teams and providing advice and guidance to stakeholders across the business.

As part of PGL Beyond you'll be creating unforgettable learning and adventure experiences that make a real difference to the lives of young people. Our incredible team has always been the secret to our success. Our people are our future, and we take great pride in matching your hard work with a promise to look after you and your career.

Responsibilities

Pay & Reward Structures & Evaluation

- Evaluate new and existing roles using our job evaluation methodology.
- Maintain internal job architecture, ensuring consistency in grading and alignment across functions.
- Conduct market benchmarking, using salary survey data and tools to assess external competitiveness and inform pay decisions.
- Provide guidance to P&C Business Partners and line managers on grading, pay ranges and reward policy.
- Support the annual reward cycle, including pay review and bonus processes.
- Maintain and update internal salary structures and pay bands based on job levels and market data.
- Advise on appropriate pay positioning for recruitment and promotion activities.
- Monitor and analyse internal pay equity and provide insights to support fair pay practices.

Colleague Benefits Administration

- Work with internal and external stakeholders to manage colleague benefit schemes, such as pensions, colleague reward platforms and voluntary benefits.
- Act as a point of escalation for complex benefits queries.
- Support the review and development of colleague benefits offerings to ensure market competitiveness and alignment with business needs.

Process, Data & Analytics

- Provide accurate and timely reward-related reports, dashboards, and insights for stakeholders.
- Contribute to audits and data quality checks across P&C systems to ensure accuracy of pay data.
- Model costs and scenarios to support decision-making (e.g., pay increases, structure changes).

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- Work with People Services and Resourcing teams to optimise reward related processes (e.g., new roles, re-evaluations, salary changes).

Policy Development & Governance

- Support the development, implementation and continuous improvement of reward and recognition policies and procedures.
- Ensure compliance with internal policies, employment legislation and regulatory requirements (e.g., gender pay gap reporting, equal pay, National Minimum Wage).
- Assist in the creation and communication of total reward statements for employees.

Stakeholder Engagement & Communication

- Deliver training and/or guidance sessions to line managers and People & Culture colleagues on reward topics (e.g., job evaluation, pay principles).
- Work closely with People Services, Finance and Payroll to ensure smooth execution of pay and bonus processes.
- Partner with external consultants or providers on benchmarking projects and benefits reviews.

Project Involvement

- Participate in or lead reward-related projects such as pay framework redesigns, bonus scheme reviews and expectations maps reviews.
- Contribute to organisation-wide transformation or change initiatives by providing reward expertise (e.g., restructuring, M&A activity and business growth).

Technology, Systems & Tools

- Contribute to the configuration and improvement of HR and reward systems to enable accurate pay processes and data integrity.
- Assist in implementing new reward technology or upgrades, ensuring business requirements are met.

Diversity, Equity & Inclusion (DEI)

- Analyse pay and reward data through a DEI lens to identify trends, gaps and areas for improvement.
- Support the business in embedding equitable reward practices aligned with inclusion and fairness.

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Useful Information

Our P&C function is transforming to better position us to assist the business as we move into the future. As such, our roles are likely to evolve. Therefore, whilst this job description provides an overview of the main duties, it is not intended to be exhaustive, and it is anticipated that the contents will change over time whilst remaining within the broad remit of the role.

Person Specification

Education, Experience & Achievements	Essential	Desirable
Degree level qualification or equivalent experience in Human Resources, Business, Finance, or a related field	✓	
Proven experience in a Reward, Compensation & Benefits or HR analytics role	✓	
Experience in Job Evaluation, ideally Croner Reward	✓	
Experience supporting annual pay review cycles, including salary and bonus processes	✓	
Experience in working with external salary survey data to inform pay decisions	✓	
Experience on developing pay frameworks or job architecture design		✓
Exposure to executive reward and international pay and reward practices		✓
Evidence of professional development in Reward (e.g. CIPD Reward module)		✓

Skills & Knowledge	Essential	Desirable
Strong understanding of job evaluation principles	✓	
Working knowledge of reward principles, internal pay equity, and compensation frameworks	✓	
Advanced Excel skills (e.g., VLOOKUP, pivot tables, scenario modelling).	✓	
Ability to analyse and interpret complex data and present clear insights.	✓	
Clear and professional communication skills—written and verbal	✓	
Understanding of UK reward regulations and compliance topics	✓	
Knowledge of employee benefits administration		✓
Understanding of French reward regulations and compliance topics		✓

Personal Attributes	Essential	Desirable
Analytical mindset with strong attention to detail and accuracy.	✓	
Self-motivated and proactive—comfortable working independently in a small team	✓	
High levels of discretion and integrity in handling sensitive and confidential information	✓	
Strong organisational skills with the ability to meet deadlines and juggle priorities.	✓	

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Teamwork



Quality



Safety



Respect



Inclusivity



Fun

Collaborative and supportive approach with excellent interpersonal skills	✓	
A passion for improving employee experience through fair and competitive reward practices.	✓	
Comfortable influencing and educating stakeholders on reward topics.	✓	

Additional requirements	Essential	Desirable
Eligible to work in the UK	✓	
Willingness to work flexibly during peak reward periods (e.g. annual pay review)	✓	
Dedication to ongoing professional development and staying current with reward trends	✓	
UK Driver's License with a willingness to travel to other PGL Beyond sites or other locations both in the UK and France for meetings where required	✓	
Interest in contributing to broader people initiatives (EDI, Wellbeing, Engagement)	✓	
Enhanced DBS Check	✓	

Additional information

Environmental & Social Governance (ESG)

You are required to uphold and champion our Better Beyond Adventure Environmental Social Governance strategy whilst assisting our B Corp certification.

This requires personal, departmental and company-wide level participation through ongoing engagement in discussions, delivery and decision-making around ESG, upholding company and department ESG goals and targets, and managing your team of ESG allies in a way that fosters a culture passionate about people and the planet.

Our Better Beyond Adventure strategy means we all have a role to play as part of our day job. This varies from team to team and by role. However, as standard it is now a requirement for each role to appreciate how they contribute to delivery of BBA across the three pillars:

- Our places, our planet
- Champions of wellbeing
- Playing our part

And by delivering our BBA goals you will also be assisting our B Corp certification and role modelling our PGL Beyond values.

Equal Opportunities/Safeguarding

We pride ourselves on hiring the best people and recognise the importance and benefits of a diverse and inclusive team. However, the protection and safeguarding of our colleagues and the young people visiting our centres is our primary concern. You have a duty to report any safeguarding concerns via the appropriate channels throughout your employment with us.

Our Values

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Our company values of teamwork; quality; safety; respect; inclusivity and fun define our beliefs and underpin everything we do. Though simple on the surface, when combined, these values create the exceptional experience that sets PGL Beyond apart for both our guests and colleagues.

‘Lend a Hand’

Lend a Hand provides a valuable opportunity to gain insight into the fantastic work that our PGL centre colleagues are doing every day. During our Lend a Hand weeks, members of our Support Centre teams take time out of their normal routine to work on Centre in areas such as Catering and Housekeeping, enabling us to work closely with colleagues we don’t usually work alongside in a job role other than our own, whilst also providing valuable help to our centres at times when they need it the most.

Right to amend

The company reserves the right to amend the job description in consultation with the colleague to reflect changes in the role.

Job description updated on (26th June 2025)