



SFO

SERIOUS FRAUD OFFICE

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JOB TITLE	Pay and Policy Manager
GRADE	Grade 7
SALARY RANGE & PAY BAND	£57,602 – £68,167 (Corporate)
DIVISION	People and Culture
SECURITY CLEARANCE	SC
REPORTS TO [position & grade]	Grade 6 – Head of People

OVERVIEW OF THE JOB

The Pay and Policy Manager will work as part of the wider People and Culture (P&C) team and will report directly into the Head of People to provide specialist expertise and guidance on all matters relating to Civil Service pay and reward and people related policies. The role will be part of the wider P&C team and will be supported by colleagues from people operations, data insights, engagement and inclusion, talent acquisition and people business partners.

They will directly line manage the SEO Policy and Procedure Lead and have responsibility for delivering tactical advice on appropriate pay and reward solutions, application of people policies and strategic development of the policy framework. They will have excellent experience, understanding and knowledge of developing and implementing pay and policy strategies which contribute to organisational effectiveness and engagement particularly within the public sector. They will analyse complex SFO and wider civil service practices in relation to pay and policy, and manage project work to enhance the SFO's approach. The role holder will communicate to all employees and managers clearly and effectively on changes to governmental practice that relates to pay and people policy.

The role requires close liaison with key stakeholders (P&C colleagues, Executive and Senior Leadership Team, the Board, Trade Union and Heads of Division).

KEY RESPONSIBILITIES

- Lead on the development and delivery of the SFO pay and reward framework, including the annual pay remit processes for both SCS and delegated grades, ensuring compliance with central Government pay controls and approval processes.
- Working with Divisional business areas, people and financial business partners to understand business issues and develop effective reward strategies that align with Civil Service pay policy, legislation, the strategic needs of the SFO and the wider political context.
- Analyse workforce market trends and bench-marking data to inform competitive pay and reward structures which are accurately modelled and costed appropriately.
- Building and maintaining strong, credible, and trust-based relationships with key stakeholders across SFO and the public sector, including the Civil Service.

- Engaging with Trade Unions on policy and pay negotiations, supporting consultation and collective bargaining where required.
- Preparing papers and recommendations for pay strategies and people policy, including plans for internal communication and engagement development of line managers to effectively and consistently apply the policy principles and expectations.
- Ensure all people related policies align with wider SFO values and strategic objectives and take into account the overall Civil Service frameworks, legal requirements and good practice.
- Using excellent communication skills to effectively manage challenging situations and stakeholders; conveying complex information to different audiences, including up to Executive and Senior Leadership teams and the Board.
- Ownership and responsibility for leading on and driving forward key work portfolios within the wider HR agenda, including job evaluation requests, pay flexibility, pay equality and employee benefits.
- Represent the policy, pay and reward specialism across the civil service network of all government bodies, with particular focus on the Cabinet Office and HM Treasury.
- Line manage and develop the Policy and Procedure Lead, setting clear objectives and supporting professional development whilst managing their performance and engagement to work in a collaborative and professional manner.

ADDITIONAL INFORMATION

LINE MANAGEMENT RESPONSIBILITY

Policy and Procedure Lead - SEO

BENEFITS

- The People and Culture team is looking for people to join a team which is focused on customer service and making a difference in the way that the SFO engages and develops people across a wide range of professions including lawyers, investigators, accountants and corporate services. There will be lots of opportunity for you to use your previous experience in building highly successful, creative and flexible teams.
- We are currently able to offer a hybrid working model which generally asks for 40% attendance in our London office. We will be moving to Canary Wharf in 2026 at a date yet to be confirmed, and are currently located in the heart of Trafalgar Square.
- We support flexible working and will consider requests to work alternative working patterns.
- This role provides an opportunity to engage with and provide face to face advice and support to employees and managers across a range of grades and disciplines.
- We are also committed to supporting the continuous professional development of talented staff.

This Job Pack sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

PERSON SPECIFICATION

EXPERIENCE

ESSENTIAL CRITERIA

DESIRABLE CRITERIA

<ul style="list-style-type: none"> • Proven experience of scoping, designing and implementation of pay and reward strategies and policies. • Significant experience in HR policy development and • Strong analytical and numerical skills, with the ability to see both the big picture and focus on the detail in making robust evidence based decisions and recommendations within a professional report. • Able to deploy strong interpersonal skills, confidently build relationships and work collaboratively with senior internal and external colleagues. • Experience of influencing key stakeholders on a range of issues. • Experience in delivering at pace and ability to prioritise effectively. • Confidence to navigate through complexity and ambiguity, with an understanding of the employment legislation and Civil Service frameworks. • Proven ability to lead working groups and discussion forums to develop capability and upholding values of equality, diversity and inclusion. 	<ul style="list-style-type: none"> • Experience of working within a similar environment for the public purpose, public sector, civil service or not for profit. • Experience of operating within Civil Service guidelines such as pay principles. • Able to work out of hours during an emergency or critical incident.
TECHNICAL: PROFESSIONAL SKILLS, KNOWLEDGE &/OR QUALIFICATIONS	
ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<ul style="list-style-type: none"> • Demonstrable expertise on policy and reward frameworks. 	
BEHAVIOURS	
Leadership	Making Effective Decisions
Changing and Improving	Communicating and Influencing