



# Example of Senior Compensation Consultant Job Description

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Our innovative and growing company is looking to fill the role of senior compensation consultant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for senior compensation consultant

- Participate in broader ARA projects including performance management, employee benefits, retirement, healthcare, performance optimization, cash/non-cash reward and recognition
- Participate in marketing initiatives including support on developing compensation work and methodology approaches, writing and supporting proposals and conducting survey
- Contribute to intellectual eminence and the development of firm viewpoints on a variety of total rewards topics
- Acting as a Project Manager, ensuring deadlines are met on time and in scope
- Keep abreast of HR policies and regulations relating to compensation issues
- Partner with business unit leaders, HR Managers, HR Business Partners / Consultants and managers to address internal salary administration, market data, salary policy, job structure and compensation guidelines
- Evaluates new positions for placement in the EHRA structure based upon detailed analysis of organizational structure, duties and responsibilities, comparisons to existing positions, and other relative factors
- Conducts complex compensation research using a variety of methods and data sources including labor market studies or surveys, , turnover rate analysis, internal equity reports, evaluation of salary compression relationships and span of control studies
- Responsible for annual analysis and salary reporting of all employees' salaries

- Conduct a range of analyses involving the impact/effectiveness of current cash and long-term incentive plans, the development and implementation of new programs

### **Qualifications for senior compensation consultant**

- Expert knowledge and application of Excel substantive functional and technical expertise in ERP HR systems and/or applications (specifically PeopleAdmin, PeopleSoft, or closely comparable systems)
- Experience in compensation program design and governance
- Experience with variable pay plan design
- Strong analytic skills and technical savvy (MS Excel, Word, PowerPoint)
- Regularly contributes to the development of new compensation concepts, techniques, standards or department methods
- Considered compensation expert within KP