JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Group Reward Lead</th>
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<tbody>
<tr>
<td>Department:</td>
<td>People &amp; Organisation</td>
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<tr>
<td>Primary job location:</td>
<td>VIRTUS’ Head Office, hybrid</td>
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<tr>
<td>Reporting to:</td>
<td>SVP People &amp; Organisation</td>
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<tr>
<td>Direct reports:</td>
<td>None at this time</td>
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About VIRTUS

VIRTUS Data Centres is the UK’s fastest growing data centre provider which owns, designs, builds and operates the country’s most efficient and flexible data centres.

In May 2023 we announced our plans to expand into continental Europe, with our first data centre due to open in Berlin in 2026, to be quickly followed by two full campuses and expansion into other countries in the pipeline.

Our purpose is to serve humanity by being an active, positive participant in the 4th industrial revolution. When we talk about our purpose, we refer to our customers’ customers; the child playing a computer game, the person watching their favourite movie, booking a medical appointment, a plane ticket, a hotel or doing their online banking; those things can’t be done if we don’t do our job.

Our mission is to consistently exceed the expectations of customers through innovative, high-quality solutions and services. We employ intelligent thinkers – people with positive attitudes, who add to the quality of our customer proposition and business.

We value individual endeavour and initiative and encourage teamwork and togetherness because collective experience and expertise is VIRTUS’ greatest strength.

Job summary:

VIRTUS is looking for an experienced, commercially astute senior reward specialist who will have a blend of responsibility for managing the company’s compensation and benefits products ensuring that they are aligned with the company’s and employees’ goals, managing the full reward lifecycle, and delivering and making improvements to monthly payroll, along with strong interpersonal skills to bring strategy to life. The role will have a European remit and requires a highly organised and detail-orientated expert who will take the lead on driving, designing and implementing our reward strategy.

Key responsibilities and experience:
You’ll be the lead specialist in all Reward topics across VIRTUS. You’ll work with the wider People team, the Finance team, leadership teams and most importantly, directly with staff, to review, design and build aligned and relevant reward infrastructure and products that motivate, drive performance, and are fair and aligned to market practices.

You’ll have a strong data-driven approach and you’ll develop, monitor and respond to analytics of the effectiveness and impact of reward activity and interventions. You will have a good understanding and experience of UK compensation systems and benefits offerings, including salary sacrifice and tax effective benefits. Experience in European compensation and benefits, in particular Germany, would be beneficial.

As the business expands into Europe you’ll be curious, keen to learn and develop and be comfortable setting things up from scratch (with the support of external partners)

Role deliverables

- Review and understand the company’s reward framework and employee demographic and design, develop and implement competitive compensation and benefits programmes that align with the company’s and employees’ goals
- Conduct market research and analyse industry trends to ensure that our compensation and benefits packages are competitive and attractive to current and prospective employees
- Manage the internal reward data base and use data to deliver insights and improvements to our reward strategy
- Work with the SVP People & Organisation, the Finance team and our shareholders to provide data, reporting and recommendations to RemCo to bring our reward strategy to life
- Collaborate with the People Partners and People Operations Manager to manage the administration and communication of the full reward lifecycle, including salary review, bonus and LTIP schemes
- Work with the People Operations Manager to:
  - Manage the entire payroll process via our outsourced providers, including processing payroll, calculating overtime and other payroll-related tasks and ensure P60 and P11D data is accurate
  - Ensure the accuracy of all data and compliance with all industry accreditations, legal, payroll and tax regulations in the countries in which VIRTUS operates
  - Lead the response to all internal and external audits and ensure that all processes are robust with clear audit trails. Conduct regular payroll audits and cross-check and continuously improve auditable processes
- Manage the annual renewals of existing benefits and work with the People Partners and Finance team to identify areas of improvement in payroll and benefits administration and implement changes as necessary
- Lead on and manage all aspects of EEA compensation, benefits and payroll setup and maintenance to ensure timely delivery of monthly payroll, tax and local reporting in accordance with local legislation. Develop the company’s payroll and benefits offerings in-country in line with our expansion
• Design and implement regular metrics reporting and ensure that the company delivers on its statutory reporting requirements, e.g. equal pay reporting
• Develop and implement employee communication strategies to promote understanding and awareness of our compensation and benefits programmes
• Provide education and guidance as required to employees about our internal reward processes and policies
• Any other reasonable requests made by your line manager

Success in 12 months’ time looks like:

• Payroll provider review complete and set up to be fit for the future in UK and EEA
• Administration of all payroll and benefits processes taken over from Finance
• All internal reward frameworks understood and improvements identified and prioritised
• Established as the subject matter expert on all things reward and acting as a partner and advisor to People Team colleagues
• You’re enjoying your role and have positive relationships with the people you work with

Skills, experience and qualifications

• Bachelor’s degree in Human Resources, Accounting, or related field, or equivalent experience
• 10+ years of experience in compensation, benefits, and payroll administration
• Agile, commercially focused mindset
• Advanced Excel and data analysis skills with high attention to detail and accuracy
• Strong knowledge of payroll laws, regulations, and procedures, including pay equality practices and strategies
• Experience of managing outsourced payroll providers and broker relationships, and experience working with external advisors (e.g. tax and legal) preferably with experience in the EEA (although not essential)
• Experience and knowledge of reward benchmarking tools, e.g. WillisTowersWatson
• Experience of managing and communicating long-term incentive plans a plus
• Team player and leader who works for the success of the wider team
• Strong influencing and negotiating skills
• Strong stakeholder management skills and ability to build strong relationships; able to relate and be credible at all levels of the business
• Able to dissect and consider an issue from several angles, understand the dynamics involved and dig deeper to find the real problem. You consider your approach before rushing in to fix things
• Good sense of humour and just as happy working operationally as strategically
• Ability to collaborate and work in a fast-paced environment, adapting to rapid change
• Excellent organisational, project management, written and verbal communication skills
• Effective management skills including developing and mentoring staff
• Comfortable dealing with ambiguity and fluid situations

**Additional Information**

This is a hybrid role, with weekly travel into central London required and some occasional travel to data centres based west of London.

In line with the VIRTUS’ Safeguarding Policy, the successful applicant must be willing to undergo a BS7858 screening process.

**Remuneration package and benefits:**

- Competitive rate of pay
- Private healthcare
- Pension scheme
- Discretionary bonus
- Cycle to work scheme
- Eye care benefit
- Annual travel card loan
- Tech scheme

VIRTUS is an equal opportunity employer. As part of our commitment to fight for equality, we work to ensure a fair and consistent interview process. We celebrate diversity and we are committed to an inclusive work environment.

If you are interested in this role, please email your CV to careers@virtusdcs.com.

We reserve the right to close this post for applications should sufficient applications be received.