

Job Description

Job Title:	Manager, Compensation
Department:	Human Resources
Reports To:	Senior Director, Human Resources
Jobs Reporting:	Job Evaluation Specialist(s)
Salary Grade:	USG 12
Effective Date:	January 2023

Primary Purpose

Responsible for the development, delivery, and support of pay practices and processes for all positions and jobs within the University as well as maintaining the institution's overall state of pay equity compliance. Leads and coaches the team to achieve defined departmental goals including the delivery of professional services to the community.

Key Accountabilities

Remain Current and Conversant with Compliance Requirements, Trends and Best Practices

- Maintain awareness of legislation, regulations, and standards related to compensation in order to ensure compliance within area of responsibility
- Maintain awareness of best practices and emerging issues related to compensation
- Maintain a strong grasp on the industry through participation in industry groups, networking with peers and conference attendance to gain insights into trends as well as arrangements of comparable entities
- Participate in professional development to aid in ongoing knowledge and skills acquisition
- Maintain an awareness and deep understanding of Memorandum of, and Collective, Agreements with the Associations and Unions in order to deliver against corresponding commitments; identify issues requiring attention to the Senior Director to support planning with other HR colleagues
- Participate in compensation surveys, collaborating with others in HR as required to fulfill data requirements requested; analyze aggregate results and proactively identify trends or issues relative to the target market competitive position

Provide Organizational Design Support to Departments to Achieve Objectives

- Provide structural planning and review of client department areas by providing analytical, technical and administrative support on best practices in organizational design
- Develops tools and resources relating to job description writing to support effective job documentation and corresponding headcount required to fulfill volumes of activity
- Collaborate with departments to ensure the ongoing relevancy and maintenance of the institutional job family and competency framework for Staff positions

Equitable and Accurate Management of Positions and Jobs within the Institution

- Accountable for overall Job Profile structure and National Occupational Classification (NOC) for government reporting purposes, as well as maintenance of data related to evaluations and job families within the Human Resources Information System (HRIS)
- Maintains and supports the HRIS organizational structure through position management for all positions (Staff and Faculty)

- Monitors and maintains the Pay Equity Program for non-union and union employee groups ensuring legislative standards are met; includes but not limited to the annual analysis and monitoring of internal positions to ensure compliance with Ontario's Pay Equity Act
- Responsible for efficiently analyzing Staff job documentation to determine their internal value to the institution through the allocation of the appropriate job grade based on the point factor system; monitors and reports monthly metrics on job evaluation targets and completion rate; maintains corresponding data in a secure and effective manner, with integrations to the HRIS as required

Management of the Compensation Structures for the University

- Supports and manages the maintenance of the University's compensation strategy to address legislative changes, and market comparisons
- Employee Groups:
 - Staff Compensation: participates in benchmark salary surveys on an ongoing basis; analyze survey results to assess alignment with the University's compensation philosophy and pay strategy; support discussions for changes to the structure to ensure alignment with compensation philosophy; support the development and implementation of salary agreements; maintenance of compensation structure (i.e. USG pay ranges, executive compensation ranges) within the HRIS and other communication channels (e.g. HR website)
 - Faculty Compensation: maintenance of compensation structure (i.e. Floors and Thresholds) within the HRIS and other communication channels (e.g. HR website)
 - Unionized Compensation: maintenance of pay rates within the HRIS
- Market research and analysis of senior level roles to provide recommendations on appropriate compensation and structure

Support Campus' and HR Colleagues' Understanding of Compensation

- Develops and delivers information sessions for the campus community which are appropriate to the audience and to ensure the campus is well informed about the job evaluation and compensation processes and policies
- Provides guidance and direction to University of Waterloo management, faculty, and staff in the interpretation of job evaluation and related compensation policies, and practices, as well as in the resolution of related issues
- Provides interpretation, advice and support to clients, payroll, and human resources staff on all matters related to compensation (policy, practice, stipend agreements, wage placement, and special cases)

Ensure the Effective Utilization, Deployment, and Development of Staff

- Define and communicate internally set standards and procedures to ensure quality and consistency of services delivered
- Deploy staff to meet department goals and objectives most productively in area of responsibility
- Coach, train and develop employees to assure growth and development of those individuals
- Supports the Job Evaluation Specialists with delivering difficult messages to managers/department heads
- Conduct annual performance appraisal and conduct regular reviews with direct reports; ensure adherence to annual process within the team
- Approve and control the hiring, staffing, promotion, discipline, and termination of employees
- Monitor and schedule vacations, overtime and other absences for the team and redistribute work as necessary to ensure customer service levels are maintained

Other Duties as Required

- Participates in HR cross functional review of processes and procedures to provide compensation impacts

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Resource to the Provost's Advisory Committee on Staff Compensation (PACSC) and other employee relations committees, and provides consultative assistance to campus on compensation matters

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Post-Secondary Degree/Diploma in Human Resources, Business or similar field required
- Certified Compensation Professional (CCP) designation or working towards a designation is preferred; Certified Human Resources Leader (CHRL) designation an asset

Experienced

- 7+ years of successful, progressively responsible experience in a human resources function, including demonstrated experience with job evaluation in a public sector work environment
- Experience with job analysis and evaluation (point factor system methodology preferred), benchmarking and salary survey analyses, compensation structure (pay grades and ranges) development and maintenance

Knowledge/Skills/Abilities

- Collaboration and communication skills with a passion for providing exceptional customer service
- Highly resilient, comfortable in a large complex environment and can calmly navigate change
- Ability to handle highly contentious situations
- Strong project management skills and experience initiating, planning, executing, and closing projects collaboratively
- Confident presentation and communication abilities, including ability to sell negative messaging
- Advanced MS Excel skills (Employee data reports, V-Lookups, pivot tables)
- Working knowledge of the Pay Equity Act and related legislation
- Solid understanding of compensation principles and practices, including pay structure design and modelling
- Advanced working knowledge of Human Resource Information Systems (HRIS) and their impact on Human Resource Change Management (HRCM) and business processes

Nature and Scope

- **Contacts:** Internally communicates with all levels of the campus community including senior leaders, staff, and faculty. This position will have contact externally with, professional, community, other Universities and government organizations, and consultants on matters relating to compensation including external (competitiveness reviews, benchmarking analysis) and internal equity (job evaluation and pay equity).
- **Level of Responsibility:** Manages a campus-wide function and is responsible and accountable for the results of the team as well as any related compensation initiatives to fulfill HR objectives. Requires minimal supervision and provides direct supervision to others. Provides decisions on matters within the scope of the role. The position is expected to be forward-thinking, aware of trends and bring innovative and create concepts, opportunities, and recommendations to the Senior Director, Human Resources.

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- **Decision-Making Authority:** The Manager, Compensation is expected to be self-directed in responding to client requests and will act as an escalation point for the Job Evaluation Specialist(s) for job evaluation outcomes and compensation issues that might be contentious.
- **Physical and Sensory Demands:** Moderate sensory demands typical of a management position operating within a busy customer focused office environment with constant interruptions.
- **Working Environment:** Normally office based but may be in laboratory, workshop, warehouse, or other setting within the University which may involve undesirable conditions. High volume of work and pressure from all levels of the institution.