

## Job Description

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<b>Job Title:</b>	Manager, Job Evaluation
<b>Department:</b>	Human Resources
<b>Reports To:</b>	Director, HR Client Services
<b>Jobs Reporting:</b>	Job Evaluation Specialist(s)
<b>Salary Grade:</b>	USG 10
<b>Effective Date:</b>	December 2020

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### **Primary Purpose**

Responsible for the management of the job evaluation function, providing guidance, advice, and managing the day to day operations. Responsible for the guidance, development, administration and delivery of a point factor job evaluation system across campus. Accountable for the management of the Pay Equity compliance and monitoring as per legislation. Provides organizational structure and position management guidance for campus operations based on best practices. This includes ensuring services are provided in a timely and effective manner in accordance with University Policy, procedures and practice, and Federal/Provincial legislation.

### **Key Accountabilities**

#### **Provide senior level job evaluation**

- Responsible for the evaluation of senior level positions
- Evaluates other positions in order to maintain a reasonable turnaround time for the clients
- Assists with department reorganization initiatives in support of the HR Partners
- Provides structural planning and review of client department areas by providing analytical, technical and administrative support based on best practices in organization design, job design and analysis

#### **Maintain Pay Equity Compliance**

- Ensure compliance with federal and provincial job evaluation related laws and legislation
- Conduct annual analysis and monitoring of internal positions to ensure compliance with the Pay Equity Act
- Maintenance of data related to evaluations and job families within the HRIS system

#### **Maintain appropriate job evaluation review systems and statistical reports**

- Recommends standards and develops audit criteria to measure the team's effectiveness and efficiency in meeting the University's requirements for job evaluation
- Develops and implements plans that ensure that job evaluation processes are efficient and consistent
- Maintains and supports the HRIS organizational structure through position management for all staff positions
- Accountable for overall Job Profile structure and National Occupational Classification (NOC) for government reporting purposes

#### **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 most productively meet department goals and objectives in area of responsibility
- Coach, train and develop employees to assure growth and development of those individuals

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- 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

### **Provide Advice and Guidance**

- Provides quality advice and information on the job evaluation tool (Hay) and its application within University Support Group (USG) positions
- Assist managers to understand their role and responsibilities around building job descriptions and supporting job evaluation outcomes
- Provides guidance and direction to management in the interpretation of compensation policies and practices as well as in the resolution of related issues.
- Develops and delivers information sessions for the campus community which are appropriate to the audience and to ensure the campus is well informed with regard to the job evaluation process
- Participates in external University discussion groups on topics related to compensation and job evaluation

*\*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**

- Undergraduate Degree in Social Science, Psychology or related discipline; or equivalent combination of education and experience is required
- Human Resources diploma a strong asset
- Certified Human Resources Leader (CHRL) designation from the Human Resources Professionals Association is required

### **Experienced**

- 3-5 years of successful, progressively responsible experience in a human resources function, including demonstrated experience with job evaluation in a public sector work environment
- Demonstrated experience performing job evaluation using a point factor method, Hay preferred

### **Knowledge/Skills/Abilities**

- Thorough knowledge of job evaluation tools and best practices
- Working knowledge of job and organizational design
- Working knowledge of the Pay Equity Act, the Employment Equity Act and related legislation
- Proven ability to communicate both orally and in writing, with clarity and tact
- Proven client service skills
- Ability to manage and supervise staff
- Ability to manage projects effectively to deadlines
- Excellent planning, time management skills
- Problem-solving and organizational skills
- Ability to work both independently and in cross teams
- Proven strategic thinking skills

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- Proven analytical thinking and research skills
- Proven critical thinking skills
- Ability to negotiate and persuade
- Demonstrated conflict management skills/abilities

### **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 job evaluation or pay equity.
- **Level of Responsibility:** This position is responsible and accountable for the results of the Job Evaluation Team and is responsible for supporting the Departmental HR objectives. Requires minimal supervision, and provides direct supervision to others.
- **Decision-Making Authority:** The Manager, Job Evaluation 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 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