

Manager of Total Compensation & Systems (HRIMS)

Role Summary

Reporting to the Senior Manager of Human Resources (SMHR), the Manager of Total Compensation & Systems (HRIMS) is responsible for overseeing Human Resource (HR) business systems, HR process, and total compensation. With a focus on strategic alignment and process improvement, this role provides expert consultation, analysis, facilitation, research and project management in a wide range of compensation/benefits functions, organizational structure and job design, HR records, benefits and systems services. The role is responsible for overseeing and implementing HR business systems, including the data integrity of those systems, the administration of records management, analytics, organizational and job design as well as benefits and compensation. This role leads a team of staff providing administrative client support across the organization including administrative support, systems queries, and referrals to subject matter experts. The position provides leadership at the management level for research and policy development providing technical expertise and guidance within the functional area.

As a member of the Human Resources Management Team, the Manager of Total Compensation & System (HRIMS) supports the SMHR in the development of the Division's goals, objectives and service delivery priorities, by leading and participating in the development and implementation of assigned projects and fostering a coordinated and consistent approach in how the division delivers their services.

From time to time, teams may work in a matrix model and managers may shift some programmatic areas to better align portfolios to meet an ever-changing environment and organizational need.

QUALIFICATIONS

- University degree in a relevant discipline.
- Asset:
 - Accredited in job Evaluation
 - Course work in project management and/or software programs such as HRIMS
- 5-7 years of progressively more complex experience working in a variety of Human Resources functions and in successively more progressive leadership roles. Experience should include a combination of the following:
 - Using and applying Human Resources Management/Information systems (HRIMS),
 - Leading compensation and benefits work,
 - Providing job design/evaluation and organizational design support,
 - Researching and writing programs, policies & executive level reports,
 - Leading and/or participating as a subject matter expert on HR transformation projects,
 - Leading process improvement initiatives,
 - Providing statistical analysis and HR metrics to support decision making,
- An equivalent combination of education and experience may be considered.

KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of best practices and trends in HR within functional area.
- Knowledge of job evaluation methodologies, compensation & benefits systems and HRIMS functionality.
- Ability to lead meetings and presentations, interacting tactfully with staff at all levels.
- Ability to use resourceful thinking to advance multiple & competing complex projects with conflicting deadlines in a fast-paced environment.
- Strong project management and organizational skills— able to use resourceful thinking to advance multiple & competing complex projects with conflicting deadlines in a fast-paced environment.
- Problem-solving and decision-making skills with the ability to analyze and articulate complex, multi-stakeholder issues.

- Research and analysis skills to ensure that programs are consistent with best practices and facilitate collective bargaining.
- Must be a collaborative team player, possess a strong customer service orientation, and be a consultative problem solver.
- Excellent people management skills - the ability to establish and maintain effective working relationships/partnerships with various internal and external stakeholders.
- Strong verbal and written communication skills.

MAJOR ACCOUNTABILITIES

Advice & Support

- Conducts research and monitors trends to evaluate the effectiveness of the District's compensation system.
- Provides advice and support as HRIMS systems expert.
- Provides expert advice and recommendations to the SMHR and leadership team by leading the research, design, development, and implementation of compensation, benefits and HR systems, and related policy and programs in alignment with the Corporate Plan.
- Represents the division on various cross departmental committees.
- Identifies and communicates service needs and emerging issues to the SMHR recommending data informed decision making.
- Project manages the development of charters, scope statements and project plans & change initiatives.
- Conducts research to support Collective bargaining.
- Provides information to leadership and Council to aid in decision making.

Leadership of Staff

- Leads, coaches, recruits, orients, trains and manages staff in responsible functional areas.
- Provides leadership, and direction to reporting staff to develop strategies, programs and related initiatives.
- Evaluates the work of direct reports, guides them and identifies needs for development.
- Acts as a key member of the divisional leadership team.

Division Operations

HR Activities

- Leads and oversees the administration of compensation & benefits and of records management.
- Monitors, evaluates and ensures consistent and appropriate application of job evaluation methodology.
- Leads projects, determines required action and provides status updates to the SMHR.
- Contributes to developing and maintaining programs and strategies that support the achievement of the District's organizational goals and objectives.
- Supports HR by providing technical advice, data analysis and contributing to the development and continuous improvement of the District's People Strategy and Divisional leadership.

HR Systems & Processes

- Manages and oversees HR business systems and processes ensuring alignment with legal obligations, organizational priorities and operational needs.
- Leads, coordinates and project manages the implementation of new business systems.
- Leads and manages the maintenance and enhancement of the HRIMS system in collaboration with internal and external stakeholders.
- Develops and adapts business processes and ensures privacy, integrity and accuracy are maintained for all records.
- Supports the HR division to implement system and process improvements by advising on system capabilities and collaborating on identification and development of solutions.

- Leads process improvement (LEAN) initiatives.

HR Data

- Oversees complex compensation analysis & research, creates & interprets reports, and ensures accuracy.
- Oversees analysis of workforce metrics, trends and reporting to advance business decisions
- Maintains integrity of HR data by developing data entry standards for users, conducting regular data audits, resolving error logs, and maintaining a log of system changes.
- Conducts research internally and externally, and monitors trends to evaluate the effectiveness of the Districts compensation system.

Performs other related duties as required.

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