#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Compensation & HR Systems Advisor

**Job Number:** X-439 | VIP: 1885

**Band:** EXEMPT- 6

**Department:** Human Resources

**Supervisor Title:** Manager, Human Resources

**Last Reviewed:**  October 19, 2022

#### **Job Purpose:**

Reporting to the Manager, Human Resources, this position is responsible for providing expert advice regarding compensation, job evaluation, recruitment, HR Systems (HRIS), position control and salary administration to ensure success of the University’s recruitment and retention initiatives of employees, with a focus on improving the overall employee experience.

#### **Key Activities:**

##### Compensation

1. Provide advice to managers and supervisors with respect to compensation, in support of the organizational objectives of recruitment and retention.
2. Regularly reviews compensation practices and policies, salary structure and processes, conducts research and analysis, and makes recommendations for changes, improvements and enhancements to same.
3. Manages annual salary changes for exempt employees, including market, cost-of-living, Pay Equity analysis and calculations and provides a detailed summary and recommendations for senior administration regarding salary adjustments, including maintaining the University’s HRIS.
4. Prepares annual salary letters for all exempt employees based on approved salary adjustments.
5. Manages annual step increases for all eligible OPSEU employees, including maintaining the University’s HRIS.
6. Makes recommendations regarding legislative requirements and implications with respect to compensation (Employment Standards, Compensation Restraint, BPSAA etc.).
7. Conducts annual and in-year market competitiveness assessments (Exempt/ OPSEU) to ensure that Trent’s compensation levels remain competitive.
8. Reviews and recommends compensation changes for salary actions including new hire compensation, promotional and market adjustments and temporary assignments.
9. Acts as Trent’s representative on the Association of Ontario University Human Resources Professionals (A.O.U.H.R.P.); regularly utilize network to investigate compensation matters of urgency at Trent; completes annual salary survey benchmarking Trent’s positions against Ontario University comparator positions.

##### Job Evaluation

1. Leads the OPSEU and Exempt job evaluation process using the existing tool; provides guidance and advice (i.e. requirements, necessary paperwork, timeframes, sequencing of steps) to Managers/Supervisors and staff regarding job evaluation policies and procedures.
2. Conducts research and investigates historical data, qualifications, and precedent to support job evaluation process and outcomes.
3. Co-ordinates all requests for review for OPSEU and Exempt positions; receives, tracks and reviews written submissions to ensure sufficient information/documentation has been provided; reserves meeting room for committee members to meet; prepares and distributes monthly JJEC meeting agendas; contacts submitters and schedules JJEC meeting presentations/verbal submissions; determines and disseminates relevant documentation to JJEC members to review prior to scheduled meeting.
4. Reviews all requests for new positions, substantially altered job postings, temporary upgrades, pre-submission reviews, budget estimates, etc.
5. Prepares JJEC decision package; prepares reclassification letters in accordance with relevant entitlements.
6. Responsible for updating job descriptions, including ensuring they are in an AODA accessible format.
7. Responsible for updating, monitoring, and maintaining the job description website.
8. Reviews all proposed position title changes or position titles for new jobs, with a view to ensuring organization-wide consistency, and recommends changes, as appropriate.
9. Accountable for ensuring an effective and accurate position control system, including maintaining the University’s HRIS. Responsible for data management and integrity, and documentation. Develops and implements processes to ensure position control is kept up-to-date and integrated with related HR and Payroll functions.
10. Ensures that all positions are appropriately coded for Employment Equity purposes under the National Occupational Classification system.

##### Human Resources Information Systems (HRIS)

1. Acts as the primary user and subject matter expert of the University’s HRIS system.
2. Supports the on-going development and implementation of changes and improvements to the HRIS, including building processes and workflows to support effective processes across the University.
3. Ensures the integrity of the HRIS data, including accuracy and consistency of information.
4. Monitors issues and system requirements and participates in the evaluation and implementation of any necessary changes to the systems.
5. Monitors and configures current workflows/processes and creates new ones, as needed.
6. Helps develop and deliver end-user and administrator system training, documentation and tools to support the usage of the HRIS.
7. Acts as the liaison between system users and internal departments for all HRIS related issues and support.
8. Acts as a subject-matter expert within the Human Resources team as well as other departments across the organization on HR/Payroll-related systems administration.
9. Works with various stakeholders to understand concerns, provides advice and recommendations on changes, data gathering, report creation and implementation of any changes etc.

##### Recruitment

1. Proactively identifies gaps, proposes solutions, and implements changes to improve the overall employee experience and position Trent as an employer of choice.
2. Works closely with the Advisors to ensure all Human Resources recruitment and staffing functions are completed in a timely manner and in compliance with employment equity, employment standards, human rights legislation, as well as all University policies and procedures, and commitments within collective agreements.
3. Interprets for and consults with managers/supervisors/staff about human resources policies/procedures and Collective Agreements.
4. Provides outstanding customer service by working with all departments to resolve recruitment issues effectively, and ensure staffing processes meet the needs of managers and employees.
5. Uses judgment to determine potential Labour, Human Rights, or Equity issues; advises Manager, Human Resources and Director, Human Resources of potential issues.
6. Works with the hiring manager to revise, up-date, and/or create job postings; assess if changes are substantial and impact the banding.
7. Monitors job competitions and reviews selection processes to ensure that all staffing policies and procedures are followed and that selection decisions are defensible.

##### Human Resources

1. Oversees the annual Performance Management process for OPSEU and Exempt employees. Makes recommendations on improvements and enhancements to the programs, as needed.
2. Supports other Human Resources employees in a generalist capacity during busy periods.
3. Participates as an effective member of the Human Resources team.
4. Coordinates, plans, develops, and implements other projects as required.
5. Other related duties and projects as assigned.

#### Education Required:

* Honours Degree (4 year) in a related field; CHRP designation preferred.

#### Experience/Qualifications Required:

* Five (5)+ years’ Human Resources experience in a unionized environment required.
* Experience with Human Resources Information Systems, compensation, job evaluation, salary administration, and recruitment required.
* High level of attention to detail, accuracy, and confidentiality required.
* Strong communication skills, both written and verbal.
* Strong client service skills.
* Demonstrated tact, diplomacy, and objectivity.
* Ability to work under minimum supervision and as part of a team.
* Proficiency in the use of MS Office (specifically Word and Excel) required; experience with an HRIS an asset.
* Ability to multi-task with proven organizational skills.