Compensation Specialist

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Professional and Managerial Group

Compensation Specialist

Human Resources

Hiring #: 2021-0357

Please read the Application Instructions [1] before applying

If compensation is your specialty as a Human Resources professional, this is an exciting time to join our team at the University of Guelph, as we prepare to transition to a new Human Resources Management System that will enhance our ability to meet the increasing demands for in-depth quantitative and qualitative analysis of the University’s compensation programs.

Reporting to the Manager, Compensation, and working in a collaborative team environment, you’ll support salary administration, metrics and data analysis, as well as job evaluation functions. Client groups will value your ability to understand their business and effectively support their organizational requirements. Already well equipped with a foundational knowledge of compensation and job evaluation activities and operations, you are keen to further develop your expertise in this area and apply it in a complex environment, across multiple employee groups/unions and a broad spectrum of occupations.

PRIMARY DUTIES

More specifically, as a Compensation Specialist, you will:

- Support job evaluation and compensation programs, the position classification process and other compensation-related projects to support organizational needs and objectives.
- Support HR colleagues and managers by providing salary recommendations aligned with the University’s compensation principles, policies, collective agreements and employment contracts.
- Administer aspects of the University’s position classification process through the job evaluation programs and assignment of National Occupation Codes.
- Assist with compensation surveys and information requests from internal and external contacts.
- Provide analytical and advisory support to the Staff Relations Team on total compensation best practices.
- Research and compile information on competitive trends in compensation and collaborate with the Compensation Consultant to explore alternatives and make recommendations to enhance University practices.

QUALIFICATIONS

To fulfill the role of Compensation Specialist, you must be an analytically minded and detail-oriented facilitator with follow-through skills and a profile that includes:

- A university degree in Human Resources, Business Administration or a related field, combined with a minimum of 4 years’ experience with a concentration in job evaluation and compensation programs, or an equivalent combination of education and experience.
- A professional designation in compensation (CEBS, CCP or equivalent) is preferred; a CHRL designation is considered an asset.
- A general understanding of compensation principles, job evaluation tools and methodologies, human resources policies and procedures, the Pay Equity Act, the Employment Equity Act, Federal Contractors Program requirements and other related legislation.
- Strengths in mathematical, statistical, analytical and research skills.
A high level of proficiency using software such as Microsoft Office (Work, Excel, PowerPoint), HRIS and other database systems.

- Demonstrated ability to interpret and apply legislation, collective agreements, employment contracts and other technical documents.
- Strong organizational and follow-through skills, including the ability to manage multiple priorities with accuracy and attention to detail.
- Excellent communication and facilitation skills, with the ability to handle matters requiring a high level of diplomacy, sensitivity and confidentiality.

Position Number 060-075
Classification P04*

Professional/Managerial Salary Bands [2]
*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2021 07 23
Closing Date: 2021 08 09


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