Compensation Consultant

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Professional and Managerial Group

Compensation Consultant

Human Resources

Temporary full-time from September 1, 2021 to June 30, 2023
Temporary absence of the regular incumbent
Hiring #: 2021-0358

Please read the Application Instructions [1] before applying

If you’re passionate and knowledgeable about compensation, this is an exciting time to join our Human Resources 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 increasing demands for in-depth quantitative and qualitative analysis of the University’s compensation programs.

As a Compensation Consultant, you’ll have the unique opportunity to help establish new compensation and position management processes and data-reporting capabilities resulting from the new system implementation. Reporting to the Manager, Compensation, and acting as a subject matter expert, you’ll provide advanced-level support for salary administration, metrics and data analysis, and job evaluation, along with providing functional guidance and mentorship to other compensation team members in their daily work.

Leveraging your expertise, analytical mindset and in-depth experience, you’ll be able to influence the continuous improvement of the University’s total compensation programs and services, and bring expertise to the team in the areas of compensation and job evaluation. Comfortable working within a complex environment, across multiple employee groups/unions and with a wide spectrum of occupations, you’re ready for success in this key role.

PRIMARY DUTIES

More specifically, as a Compensation Consultant, you will:

- Oversee the job evaluation and compensation programs, the position classification process and other compensation-related projects to support organizational needs and objectives.
- Facilitate the University’s joint job evaluation committees.
- Provide in-depth analysis and recommendations to HR Consultants and managers relative to complex compensation matters, and ensure alignment to the University’s compensation principles, policies, collective agreements and employment contracts.
- Work collaboratively with the HR Consultants to assist with departmental organizational restructuring, providing subject matter expertise related to job evaluation, job design, and resulting compensation changes.
- Support the Manager to build business cases for recommended changes or modifications to existing policies, procedures and systems, based on research and competitive analysis.
- Conduct in-depth quantitative and qualitative analyses of the University’s compensation programs to ensure internal equity, external competitiveness and legislative compliance.
- Provide analytical and advisory support to the Staff Relations Team on total compensation best practices, program design options, and costing for the purposes of collective bargaining.
- Provide support to Faculty and Academic Staff Relations on faculty data and metrics.

QUALIFICATIONS
To fulfill the role of Compensation Consultant, you must be a strategic and critical thinker and a self-starter with a profile that includes:

- A university degree in Human Resources, Business Administration or a related field, combined with demonstrated experience 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; completion of the CHRL designation would be considered an asset.
- A strong 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.
- Proven 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.
- Strategic and critical thinking skills, with the ability to exercise sound judgement, analyze and interpret data, and present information in a clear, concise and professional manner.
- Self-motivation with effective organizational and follow-through skills, including the ability to manage multiple priorities with accuracy and attention to detail.
- Excellent communication skills, with the ability to handle matters requiring a high level of diplomacy, sensitivity and confidentiality.

Position Number 060-075
Classification P05

Professional/Managerial Salary Bands [2]

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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