**QUEEN'S UNIVERSITY GENERAL STAFF AND RESEARCH**

**POSITION SUMMARY**

DEPARTMENT: Human Resources

POSITION TITLE: Total Compensation Specialist

POSITION NUMBER: 00228859

GRADE: 9

## Job Summary

As a member of the Total Compensation team, the incumbent participates in the planning, development, implementation and administration of new and existing compensation initiatives. Reporting to the Manager, Total Compensation, the incumbent researches total compensation and HR best practices, administers staff job evaluation systems, makes determinations regarding bargaining unit status, and develops and maintains compensation programs and materials. The incumbent provides senior consultative expertise in areas of total compensation to various stakeholders university wide.

## Key Responsibilities:

-Participate in determining the strategic direction and planning of total compensation practices for the University; lead the implementation of new compensation initiatives.
-Conduct quantitative and qualitative analysis on compensation and benefit programs and policies including in-depth analysis of market data; identify market trends and assess impact on the University's policies and programs; conduct research and surveys as needed; make recommendations based on analysis and costing implications; prepare reports and presentations. Responsible for keeping up-to-date and/or enhancing documentation of compensation processes.
- Provide senior consultative expertise in compensation management, job evaluation (including job design) and the application of collective agreements, University policies and applicable legislation to various stakeholders university wide.
-Administer staff job evaluation systems consistently and equitably for all staff employee groups. This includes assessment of bargaining unit eligibility and provides direction on same
-Provide guidance and support to Job Evaluation Analysts
-Discuss, advise, and suggest appropriate modifications, interpret policy and recommend changes or clarifications with regards to job descriptions with related bargaining unit implications
-May act as chair or member of university job evaluation committees.
-Assume project leadership role as designated by the Manager and/or Director, Total Compensation. Projects may have implications for the department and/or university ( e.g. new job evaluation systems, bargaining support). Delegate tasks as required.

-Ensure business processes are followed including the administration of compensation policies and position management control
-Build and maintain compensation and benefit contacts within other Universities and establishments for the purpose of maintaining open lines of communication regarding competitive compensation and benefits programs.
-As a senior resource person, provide guidance and assistance to other HR team members. Provide support to HR Managers on all compensation and job evaluation issues. Involve other HR Management as required regarding bargaining unit status concerns.
-Develop and maintain communication programs and materials in support of Total Compensation programs.
-Undertake other duties or special projects as required in support of the Total Compensation Unit, Human Resources department or the University.

## Required Background:

University degree in business administration, human resources, or related discipline

HR Certification, such as CCP, CBP, CMS, or CEBS

Comprehensive understanding of job evaluation; sound knowledge of compensation and benefit practices.

Five years of progressively responsible working experience in all aspects of compensation and benefit administration in both unionized and non-unionized environments, at a professional level.
Consideration may be given to an equivalent combination of education and experience.

Thorough knowledge of applicable legislation (Employment Standards Act, Pay Equity etc.)

Proven knowledge of statistics.

Proven track record in a leadership/project management capacity in a university or comparable workplace setting.

## Special Skills:

Excellent interpersonal and communication skills to deal with a diverse client base (e.g. committees, supervisors, department heads, deans, employees, union representative, service provides, external agencies and individuals, etc.). Due to the nature of job responsibilities, this position requires a high degree of sensitivity and confidentiality.

Proven organizational, planning and project leadership skills to coordinate a wide range of responsibilities. Must be able to make the right decisions with respect to balancing diversity of responsibilities and conflicting deadlines with constant interruptions.

Demonstrated analytical and research skills to support on-going programs and to assist with the development of strategic directions. Must be aware of major sources of compensation and benefits data for policy or program development for comparative purposes.

Advanced knowledge of statistical, spreadsheet, internet and word processing software programs. Knowledge of university information systems would be helpful.

Excellent oral and writing skills in order to draft policies/proposals, present reports/findings.

Excellent judgment and discretion when making decisions about the interpretation of University policies and procedures and relevant legislation.

## Decision Making:

Evaluate jobs in relation to other positions at the University. Ensure appropriate job matches when providing job evaluation information to other universities or external groups. Anticipate the impact evaluation decisions will have on other positions or groups at the university. Ensure appropriate individuals are informed of key decisions. Determine how to advise and what recommendations to make to administrators and/or staff regarding sensitive job evaluation, organizational design and other compensation related matters.

Makes determinations regarding bargaining unit status.

Interpret legislation, contracts and University compensation policies for a diverse client base. Interpretations can create a precedent and have long-term consequences for the University.

Participate in the determination of goals, objectives and formulation of policy.

Decide most appropriate time to involve others in resolution of complex issues (e.g. other HR staff, university administrators, service providers etc.).

Determine hiring salaries and other salary adjustments.

Decisions as required in project team coordination. (e.g. resources required, workload, priorities, Human Resource management decisions).

Decisions as required in the implementation of the annual salary increase program.

Find solutions to unanticipated problems, decide whether complexity of the problem warrants the involvement of more senior staff. Determine how problem/solution will impact project development.
Decisions required for the development and implementation of new compensation and benefit initiatives, business processes and position control.

**MANAGEMENT RESPONSIBILITIES:**
Do you have any management responsibilities? No
-Delegation of work and feedback on work quality - Yes

**SIGNATURES:**

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**Incumbent** **Date**

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**Supervisor** **Date**