

**BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY
POSITION DESCRIPTION**

POSITION: Manager, Total Compensation and Analytics

DEPARTMENT: Human Resources

REPORTS TO: Vice President, Human Resources and People Development

DATED: September 2016

POSITION SUMMARY

This position is responsible for planning, developing, designing and implementing a range of Human Resources (HR) analytics and information systems and competitive compensation and benefits plans that support the Institute's strategic goals. Responsibilities include leading the institute's human capital and workforce analytics, and building relationships with clients throughout the institute to support organizational HR needs, job design and evaluation, and short and long term sick leave management. In collaboration with the VP and managers in HR, ensures that business processes and practices are current and effective and provides leadership and direction to ensure success of the overall HR strategic agenda.

SPECIFIC ACCOUNTABILITIES

Responsible for developing long-term compensation, benefits and employee programs to support recruitment and retention.

Leads, manages, designs, plans, oversees, implements and administers a wide range of comprehensive programs to support and facilitate the Institute's objectives including:

- HR business intelligence (BI)
- Compensation, benefits, and pension programs
- Employee health and wellness
- Attendance, short and long term sick leave management
- Job classification and evaluation
- Retirement planning
- Workforce planning
- HR records management

Human Resources Business Intelligence

Oversees and manages the development, implementation, and administration of the HR department's BI systems and solutions.

Provides leadership and direction to the Advisor, HR Analytics on emerging business requirements, streamlines internal business processes, and creates visual displays including dashboards, presentations and analytical results/reports.

Manages the HR Coordinator functions by providing guidance and direction regarding the interpretation, administration and implementation of compensation and benefits, human resource policies, procedures, collective agreements, Management Terms & Conditions of Employment, and Employment Standards and Human Rights legislation.

Meets regularly with institute leaders to discuss and clarify requests for research, projects, highlight HR analytics concerns, and make recommendations to address issues and priorities.

Reviews HR business processes and implements procedures for data integrity and ease of navigation for employees.

Consults with HR managers, HR advisors, and internal clients to create meaningful, real-time information and metrics reporting that supports effective decision making on workforce analytics and planning.

Participates as a management representative on IT project teams involving both HR and Institute-wide systems upgrades, modifications, and design.

Keeps informed of emerging trends in HR business intelligence programs and systems.

Ensures that all BCIT employee information is securely managed.

Compensation

Measures and evaluates BCIT's total compensation package for comparability, competitiveness and effectiveness and makes recommendations to the VP-HRPD regarding enhancements and change.

Manages the job evaluation process and related compensation plans for excluded management and bargaining unit positions. Administers job evaluation plans, salary structures and compensation surveys, placement and appeals processes. Acts as the Institute lead in executive compensation. Manages base compensation from a market driven perspective to ensure competitiveness in the market-place. Adheres to compensation guidelines set out by Post-Secondary Employers Association (PSEA) and works within government mandates.

Acts as an advisor to senior managers and the executive on reorganization initiatives that may affect job design, compensation, organizational change, and jurisdiction.

In conjunction with HR department members, and other internal stakeholders and partners, participates in the design, implementation, and administration of performance management and the link with merit/salary increases for excluded positions.

Ensures compliance with legislative requirements, Institute policies and industry best practices to ensure competitiveness in the market place.

Provides employee data to PSEA, Post-Secondary Employers Council (PSEC) and other legislative bodies on compensation related matters. Researches and recommends related initiatives related to bargaining.

Develops communication initiatives to ensure employees understand the value of the total compensation package.

Keeps informed of emerging trends in total compensation.

Benefits and Employee Health and Wellness

Oversees and monitors group benefits costs and trends; participates in negotiation of vendor contracts and agreements, monitors service targets, negotiates policy changes with consultants and vendors (including group benefits, employee and family assistance program, and underwriter), liaises with benefits carriers on complex cases and makes recommendations on exceptions to policy.

Manages the relationship with benefits consultants and vendors to ensure active monitoring of benefits usage, compliance and cost containment while ensuring 'Employer of Choice' compensation and benefits

practices. In collaboration with other HR managers and staff, reviews annual group benefits reports to make informed decisions about organizational health and wellness and other HR initiatives and programs.

Oversees the Institute's short term sick leave plans (STIIP) and long term disability plan (LTD). Manages the LTD appeal process. Provides advice and direction on the BCGEU Support Staff Joint Early Intervention program (JEIP).

Through comprehensive data analysis and historical and current trends, develops, implements, and negotiates policies and procedures to optimize the management of sick leave and disability programs including attendance awareness, proactive return to work plans, duty to accommodate issues, best practices and other creative workplace solutions.

Oversees the Rehabilitation Committees' administration and employer responsibilities for bargaining units. Delegates specific responsibilities as appropriate.

Designs and delivers comprehensive employee wellness programming including seminars, clinics, special events, and speakers.

Represents the Institute on committees, at conferences and sectoral meetings, including the BC Colleges and Institutions Benefits Consortium.

Pensions

Administers the College Pension Plan, Municipal Pension Plan and Public Pension Plan. Represents the Institute on Pension boards if appointed.

Manages communications regarding changes in the pension plans. Acts as liaison with the Pension Corporation regarding complex cases and policy issues.

Ensures end to end process management of pension rules to effectively manage pension programs and meet regulatory compliance requirements.

Works closely with the Pension and Benefits Specialist to provide training to HR staff on pension related matters including leaves, pension estimates, and changes to plan design, and communications to all staff regarding changes to pension plans, and ensures HR documents are updated. Reviews results from pension enrolment audits.

Meets regularly with payroll staff to review pension arrears and make recommendations for changes.

Oversees development of workshops on retirement planning for all employee groups.

Leadership

Oversees the day to day activities and professional development of the Specialized Services team. Leads, coaches and develops a qualified, high performing team to achieve optimum performance that supports the department's strategic objectives.

Works with the Advisory Services team to support employee retention, and with the Labour Relations team to resolve complex collective agreement issues related to compensation and benefits, and short and long term disability. Develops strategies for dealing with complex performance cases which may be related to non-culpable factors.

Provides interpretation and guidance on the management terms and conditions related to compensation and benefits.

Oversees the performance and development of assigned staff. Provides direction, establishes employee development programs for the departments, recognition, and coaching/mentoring practices that promote individual and team competence, productivity, and customer focused solutions.

Ensures that probationary and annual performance appraisals are scheduled and conducted per the management terms and conditions.

Acts as a confidential advisor to senior management on HR policy related issues.

Participates as an active and contributing member on a variety of Institute Committees.

Participates in professional organizations and keeps current on total compensation practices and market trends.

Designs, develops, and maintains HR policies and procedures that support the efficiency and effectiveness of organizational objectives and goals.

Undertakes a variety of special projects related to the excluded management employee group as required by the VP and President.

DECISION MAKING

The decisions the incumbent is expected to make in carrying out the duties and responsibilities of the position include: resolving day to day issues where established guidelines have not been set, determining appropriate salary and jurisdictional determination of all new or revised positions in all employee groups, and resolving sensitive and complex problems. Reviews all relevant processes to ensure the highest levels of ethics, equity and contractual terms and conditions are maintained. Consults with the VP on matters that require strategy development and decision-making at the most senior level of the organization.

FINANCIAL RESPONSIBILITY

This position is responsible for an annual departmental budget of approximately \$700,000

SUPERVISION EXERCISED

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| Number of employees reporting directly to the position | 9 |
| Total number of employees for who the position has direct responsibility | 9 |

SUPERVISION RECEIVED

Works under broad administrative direction. This position maintains and sets own priorities, initiatives, and timelines. Work is reviewed for attainment of objectives, effectiveness of service and soundness of judgement.

QUALIFICATIONS

- Bachelor's degree in Human Resources or relevant discipline
- CHRP
- Five to ten years in depth experience in compensation and benefits management and HR data analytics, or equivalent combination of education and experience
- Clear record of leadership and team building skills with experience in a managerial capacity.
- Demonstrated record of trust and integrity in the use and management of confidential employee information and data
- Proven analytical skills and experience working with real time data, analysis and intelligence
- Experience leading a large, comprehensive total compensation program in a complex multi-union environment

- Demonstrated understanding of an integrated total compensation approach to benefits and pensions, salary structures, and employee wellness and development programs
- Comprehensive knowledge of requirements and classification and compensation practices for the public sector
- Exceptional interpersonal and communication skills and the ability to communicate effectively with diverse constituents, including strong writing and presentation skills.