Classification	Administrator
Original Date:	
Revision Date:	
Pay Group:	14

CAPILANO UNIVERSITY

JOB DESCRIPTION – DIRECTOR, TOTAL COMPENSATION AND PEOPLE ANALYTICS

NATURE AND SCOPE OF WORK

People are at the core of Capilano's success and the People, Culture & Diversity (PCD) Department supports this success through the planning, development, implementation and management of a broad range of services. These services span recruitment, development, wellbeing, compensation, classification and collective agreement negotiation and administration.

The Director, Compensation and People Analytics provides leadership in planning, developing and managing programming and services relating to HR systems, compensation, benefits and abilities management for the University. The Director will build relationships at all levels of the organization to understand needs and support continued improvement in service delivery. Reporting to the Director is a small team of HR professionals, including a manager.

The position reports to the Strategic Director, People, Culture & Diversity.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Supports the Strategic Director by providing expertise for HR systems and compensation planning, including the development of the strategy for HR systems and roadmaps for the future.

- Works collaboratively with internal partners, providing leadership in the design, planning and implementation of workforce and organization design, to provide efficiency and appropriate use of resources in meeting Envisioning 2030 and Illuminating 2030 goals.

- Provides strategic direction for the development and delivery of compensation and benefit programs, including job design/classification, organization structure, job evaluation, benefits and pension administration, employee wellness and competitive strategies.

- Ensures that total compensation programs are administered fairly and consistently in alignment with collective agreements and provincial legislation.

- Provides strategic direction to the development and delivery of abilities management programs and services.

- Develops clear processes and communications for total compensation.

- Prepares and analyzes data and provides recommendations to inform collective bargaining proposals and provide clear understanding of impacts to the University and bargaining unit members.

- Assists in the development of competencies and embedding them into compensation and classification processes.

- Supports the implementation of annual performance appraisal processes as it relates to compensation and legislative requirements.

- Leads projects relating to HR systems enhancements, configurations, implementations, and upgrades. Develops and implements project plans and change management plans that supports organization adoption of HR systems.

- Works closely with Digital Transformation Services to ensure that HR systems strategies align with overall digital transformation plans and available resources.

- Develops and implements best practices and efficient processes; proactively makes recommendations for continuous improvement in HR systems and leads system process improvement initiatives.

- Oversees the maintenance and administration of HR systems and databases and ensures system and data integrity. Creates audit processes to ensure data integrity is maintained, ensuring compliance with security and access policies and procedures.

- Leads the development and ongoing review of employee analytics and metrics to support and deliver strategic decision making for HR and the University, collaborating with partners in the University to understand needs.

- Leads the preparation of reports for internal and external partners, both regular and ad hoc, that allow for planning and compliance.

- Liaises with external partners, including the Post-Secondary Employers Association (PSEA), other post-secondary institutions, vendors, and consultants.

- Ensures that appropriate controls are in place to mitigate risk and ensure security and privacy in HR systems.

- Fosters a positive working relationship within People, Culture & Diversity, as well as faculty, staff, leadership and union representatives.

- Works closely with Labour Relations on grievance handling relating to the portfolio, participating in third party hearings, when necessary.

- Leads business process improvements relating to compensation, classification and HR systems, to increase the effectiveness and efficiency of service delivery.

- Working with Learning & Development, initiates training and maintains the currency of existing training relating to the portfolio.

- Monitors and approves of departmental expenditures within assigned budget authority. Assists the Strategic Director with the preparation and management of the departmental budget.

- Manages directly reporting staff, overseeing, and participating in selection, coaching, mentoring, development, performance management and all other people-management practices.

- Keeps informed of developments in human resources and periodically reviews and prepares reports on the human resources programs to ensure that they are aligned with organizational goals and operating needs and conditions.

- Remains current on trends and best practices.

- Represents the University on internal and external committees.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

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- Thorough knowledge of human resources objectives, practices, and policies and practices related to such areas as compensation, HRIS, employee/labour relations, position classification and workforce design.

- Thorough knowledge of interpretation and application of collective agreements.

- Considerable knowledge of applicable employment legislation such as the Employment Standards Act, Labour Relations Code, Human Rights Act.

- Demonstrated ability to express views, ideas and facts effectively orally and in writing including ability to be persuasive and encourage collaboration and input from others.

- Demonstrated ability to work with others in many different capacities including coach, teacher, advocate, expert advisor, and collaborator.

- Demonstrated ability to develop, plan, execute and complete multiple projects simultaneously; to work well under pressure and to effectively meet deadlines and organizational requirements.

- Familiarity with the objectives and operations of a post-secondary institution.

REQUIRED TRAINING AND EXPERIENCE

- A bachelor's degree in human resources or related field of study from a recognized educational institution.

- Five (5) years of recent related experience managing integrated HR systems and compensation programs in a multi-unionized environment.

- Certified Compensation Professional (CCP) prefered.

- An equivalent combination of education, training and experience may be considered.

- CPHR membership is considered an asset.