

Classification	Administrator
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Pay Group:	11

MANAGER, HUMAN RESOURCES

NATURE AND SCOPE OF WORK

People are at the core of Capilano's success and the Human Resources Department supports this success through the planning, development, implementation and management of a broad range of human resources services and strategies. These services span EDI, recruitment, development, well-being, compensation, classification and collective agreement negotiation and administration. Additionally, the HR Department provides oversight of employee engagement surveys, and works with managers and employees to help foster opportunities that enhance engagement.

Reporting to the Vice President, People, Culture & Diversity, the Manager provides leadership, direction and support to the HR Services and Programs team. The Manager is responsible for design, development, implementation and maintenance of a total compensation strategy to support the achievement of Capilano University's strategic plan. The Manager will oversee and provide direction in the areas of Abilities Management, Benefits, Compensation, Classifications, HR Analytics and other special projects as required. This role has 4 direct reports.

ILLUSTRATIVE EXAMPLES OF DUTIES

Leadership:

- Oversees and provides strong mentorship to a team of HR professionals through effective training, coaching and team building.
- Collaborates within the HR Department and across the University in implementing new business processes and suggests opportunities for improvement or change. Actively participates in University-level committees or working groups focused on HR service delivery, business systems, and business process improvement.
- In partnership with the HR Manager Employee Experience, interprets and considers Collective Agreement matters as it pertains to university programs and services; maintains positive employee relations to foster dialogue and to increase understanding and support.

HR Analytics:

- Leads assessment of employee data, statistics, and metrics, to support and deliver strategic decision making for HR and the institution, involving collaboration with HR and other senior leadership.



- Oversees the human resources component of the HRIS system and other HR databases. Develops and implements refined best practices, procedures, and streamlined processes; proactively identifies opportunities and makes recommendations for continuous improvement in various HR Systems, and leads HR process improvement initiatives.
- Collaborates with IT Services, Payroll, and Finance to ensure best practices and standard protocols are established to support the HR/Payroll and Finance integrated system.
- Oversees research on trends, practices and techniques pertaining to total rewards and recognition; utilizes HR metrics to inform University requirements.

Total Rewards:

- Oversees the operation of benefit programs for all employees, implements program changes and resolves issues with benefit plan carriers; researches, analyzes and recommends benefit plan designs to meet the needs of employees and the University.
- Oversees and monitors group benefits costs and trends; develops strategies for cost containment, participates in negotiation of vendor contracts and agreements, monitors service targets, negotiates policy changes with consultants and vendors; liaises with benefits carriers on complex cases and makes recommendations on exceptions to policy.

Compensation:

- Responsible for ensuring that the university's compensation programs are consistently administered in compliance with collective agreement language and PSEA regulations. Develops and implements procedures, and manages and monitors job design plans and ensure relevant job design and compensation consistency.
- Reviews, enhances, refines and oversees the total compensation and job classification systems and processes for the exempt and unionized employee groups ensuring internal equity, fairness and consistency; conducts financial analysis and prepares compensation forecasting.
- Oversees the review, development and administration of compensation policies, practices and processes

Classifications:

- Consults with managers on the development of organizational structures that enhance effectiveness and reduce administrative costs within the work unit, oversees the drafting of job descriptions and manages related classification processes including salary placement.

Abilities Management:

- Oversees the disability management program, including communication with employees, administrators and medical practitioners. Responds to enquiries, consults with benefits carriers, and



liaises with union representatives. Manages and advises on requests for accommodation. Makes recommendations, oversees and promotes wellness initiatives.

Policies:

- Facilitates the development, planning and implementation of human resources policies, procedures, and best practices.

Other duties:

- Provides coaching, leadership and guidance to the HR Programs & Services team.
- Serves as a University representative on University committees.
- Delegates tasks as necessary, and performs related work as required.
- Performs other duties as may be assigned by the VP People Culture & Diversity.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of human resources objectives, practices, and policies and practices related to such areas as compensation, leaves management, position classification and employee benefits matters.
- Demonstrated ability to work with all levels of an organization.
- Demonstrated knowledge of working with human resource information systems.
- 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

- Bachelor's degree in Human Resource or a related field.
- A minimum of five years of experience in Human Resources management at a Generalist or Manager level supported by strong interpersonal and communication skills.
- Previous exposure to an educational or public environment is highly desirable.
- CPHR or CCP Designation.