

TOTAL REWARDS MANAGER
Internal Posting

January 6, 2017



JOB SUMMARY:

The Total Rewards Manager will provide strategic and operational leadership of Total Rewards programs that support Community Living Toronto's strategy aligning with the overall rewards philosophy and direction and lead the development, implementation, and delivery of a Total Rewards strategy that will further support Community Living Toronto's efforts to attract, retain, motivate, and engage the best talented workforce.

RESPONSIBILITIES:

The Total Rewards Manager will be a key member of the HR leadership team and will –

- Be responsible for all aspects of design of total rewards programs, implementation and administration of compensation, benefits and all HR systems activities.
- Provide strategic, functional and technical leadership in all areas of total rewards
- Ensure compliance per legislative requirements
- Manage the HR Information Systems including data integrity, reporting, HR Analytics, information process flow, and development of technology supported solutions and processes

Total Rewards includes compensation, recognition, competitive market reviews, job evaluation, pay equity, program design, benefits, pension, and analytics.

QUALIFICATIONS:

Candidates will have experience that includes –

- Demonstrated leadership success in designing, implementing, and managing programs for compensation, rewards and benefits management
- Working knowledge of relevant employment law and HR theory and practice
- The ability to think and act strategically, to conceptualize and anticipate future trends and business directions that may have an impact on Total Rewards
- A strong understanding of job design and organizational design
- Developing statistical and analytical reports
- Advanced knowledge of basic statistics (i.e.; descriptive, correlations, significance testing) and the ability to apply statistical methodologies
- Advanced knowledge of HR technologies and database and spreadsheet applications; experience with Oracle PeopleSoft is a strong asset
- Working in a unionized environment with a solid understanding of Collective Agreements, particularly interpretation of articles related to compensation, benefits and pension matters; a thorough understanding and knowledge of legislation and compliance related to total rewards
- Working with external vendors and as a team with all stakeholders

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Candidates must possess the following attributes –

- Leadership – possesses not only leadership of HR but a broader ability to lead change and influence an organization from a position of credibility and competence
- Relationship Management – experience building consensus with diverse stakeholder groups and building effective working relationships across the organization including HR, Senior Management and Executives, Regional Executive Directors, and front-line services staff
- Self-Confidence – able to perform at the standards required of a senior position
- Change agent and strategic business partner
- Superior Communication Skills – able to ensure shared understanding of goals, buy-in to planned approach, ability to translate rewards terminology into user-friendly language; able to interact tactfully and effectively with all levels of staff, management, and other stakeholders; able to succinctly present information including management reports and presentations to stakeholders and the senior management team
- Understands and embraces the value of an inclusive and diverse workforce where all employees feel valued, respected and supported
- Able to professionally handle confidential material and associated issues
- Able to engender trust and respect and the ability to establish natural, comfortable working relationships with the CHRO, the CEO, the CFO, management team, the Board, the stakeholders, all unionized and non-unionized employees
- A cultural champion who emulates and drives culture throughout the organization

Prerequisites include –

- A minimum of 7 years of progressive experience in Total Rewards and HR Systems in an organization of similar size is required
- Demonstrated leadership success in creating, implementing, and managing programs for compensation, rewards and benefits management
- Experience providing policy advice and services in job design and evaluation, pay equity, compensation, benefits, pension, recognition and rewards and ensuring legislative compliance with working knowledge of relevant employment law
- A university degree in a related field is an asset
- Recognized human resources designations – CHRP, CCP, CEBS
- Experience in a unionized environment is required
- Total Rewards experience is required
- Change Management experience is required
- Project Management experience is required
- Advanced knowledge and experience of a range of HRIS software and applications
- Active affiliation with appropriate HR networks and organization

The position is located at Community Living Toronto's Corporate Office in downtown Toronto. Compensation is competitive.

To be considered in complete confidence, please submit your resume to:

Maureen O'Reilly, Maureen O'Reilly & Associates maureen@maureenoreilly.com

OR

David Barnes, Barnes Management Group david.barnes@barnesmanagementgroup.com

Deadline date for Internal Applicants is January 19, 2017

Community Living Toronto is an equal opportunity employer.