



POSITION DESCRIPTION

POSITION: Director, Compensation, Health and Benefits

DEPARTMENT: Human Resource Services

DATE: July, 2014

PRIMARY FUNCTION

Reporting to the Associate Vice-President, Administration, and as a member of the Human Resources leadership team, the Director, Compensation, Health and Benefits is responsible for planning, developing, implementing and managing a wide range of human resource services that align with KPU's strategic plan. This includes responsibility for the development and delivery of specific programs and related systems that support employee engagement and development and that align institutional compensation, health and benefit program philosophies with KPU's strategic objectives.

The position leads the communication, reporting, maintenance and administration of various compensation, health and benefit functions including job evaluation, salary administration, benefit programs, workplace wellness, disability management and rehabilitation/return to work initiatives, and associated human resource policies and practices, ensuring adherence to the integrity and spirit of the programs.

NATURE & SCOPE

As a Director, the position leads and supervises a team of benefit specialists, including the selection, training and development of assigned staff. The Director contributes to institutional success through compensation, health and benefit knowledge and experience, provision of leadership and strategic advice, and by working collaboratively with the Human Resource Services leadership team to ensure departmental and institutional objectives are met, and that KPU mission and values are supported.

KEY RESPONSIBILITIES

Compensation

- Leads the compensation function;
 - Responsible for KPU's alignment to PSEC compensation guidelines, philosophy, strategy and reporting requirements;
 - Reviews, develops and administers compensation policies, practices and processes;
 - Manages the job evaluation process for all administrative and support staff bargaining unit positions, including the design of the job evaluation plan, salary structures, and the appeal process;
 - Maintains and ensures continued effectiveness of the job evaluation process;
 - Guides salary administration and grid placement for administrative staff;
 - Develops Employment Agreements for senior administrative staff, and reports contractual details to PSEC, as required;
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- Prepares and reports annual Executive Compensation Disclosure Statements;
- Participates in the completion and analysis of relevant compensation market surveys;
- Provides advice and consults with management on complex compensation applications;
- Provides counsel and advice to business partners and senior executives in areas of restructuring and reorganization, by providing advice on matters that affect job design, compensation and organizational change;
- Administers executive compensation and benefit packages.

Health and Benefits

- Responsible for the development, promotion and implementation of new health and wellness activities and initiatives that support employee engagement and development;
- Responsible for coordinating new employee related health and wellness activities and initiatives with the broader KPU community, including the Kwantlen Student Association;
- Participates on the President's Diversity and Equity Committee;
- Manages KPU's benefit plans, including maintenance and administration;
- Represents KPU in the post-secondary Benefits Consortium;
- In conjunction with a third party benefit consulting firm, negotiates policy changes and provisions with benefit providers (group extended health and welfare benefits, EFAP and specialty carriers), and ensures service standards are met and maintained;
- Reviews, recommends and implements changes to benefit plans and programs, and arranges for benefit costing, reporting and renewal processes;
- Manages benefit appeal processes and liaises with service providers to resolve complex issues;
- Ensures employee, organizational and other relevant data and information is captured, managed, analyzed and reported;
- Develops procedures and documentation related to benefit plans;
- Responsible for the maintenance and update of the Administrative Working Conditions document;
- Manages the team responsible for the accurate and timely benefit related processing and administration of employee records, data and reporting, and ensures internal service standards are met and processes are followed;
- Develops, implements and manages programs and procedures related to sick leave and disability management (i.e. JEIP and FCDP), including return to work arrangements and workplace accommodations;
- Provides guidance in the resolution of complex benefit problems;
- Promotes and serves as an advocate for benefit plans and encourages appropriate utilization;
- Responsible for the ongoing review and revitalization of benefit programs;
- Manages the communication of Pension Plan(s) provisions, changes and benefits;
- Provides guidance and support to the Compensation, Health and Benefits team regarding complex or unique issues related to retirement planning and counselling;
- Liaises with the Pension Corporation regarding complex cases and issues of policy;
- Manages the university's job accommodation policy;
- Responsible for recommending and managing Independent Medical Examinations.

Leadership

- Provides advice to senior management on compensation and benefit matters;
- Guides the day to day activities of the Compensation, Health and Benefits team by selecting, developing, leading and coaching staff to achieve optimal performance that supports the institution's strategic objectives;
- Provides advice, guidance, interpretation and coaching to HRS staff on compensation and benefit policies, practices and procedures;
- In conjunction with the Employee Relations team, develops strategies and approaches to resolve complex and sensitive individual issues;
- Provides support to the collective bargaining process when benefit issues are being negotiated;
- Conducts research, as requested, and makes recommendations for continuous improvement;
- Leads or participates in projects, strategic initiatives and cross-functional teams, as required;
- Works closely with the Director, Employee Relations on complex issues impacting both Compensation, Health and Benefits and Employee/Labour Relations;

- Provides coverage for the Director, Employee Relations in his/her absence, which includes providing leadership and support to the Employee Relations and Labour Relations teams;
- Responsible for managing and reviewing the operating budget for assigned areas and implementing actions to address variances.
- Acts on behalf of the Vice President, Administration, when required;
- Performs other related duties, as assigned.

QUALIFICATIONS

- Bachelor's degree plus 7 years progressively senior human resources experience, including 3 to 5 years in a management capacity;
- CHRP designation preferred;
- In-depth knowledge and experience with compensation and benefit practices, programs and policies;
- Strong leadership, communication and presentation skills;
- Good organizational skills;
- High degree of business acumen;
- Excellent interpersonal skills and demonstrated positive management style to establish and maintain relationships;
- Excellent communication skills, both verbal and written;
- Demonstrated experience and ability in report writing;
- Proven interpersonal skills to support institution-wide programs, with the demonstrated ability to establish and maintain effective working relationships and interact at all levels within the institution, as well as with external agencies;
- Demonstrated success in team building and management;
- Strong consultative and conflict management skills;
- Demonstrated ability to deal tactfully with sensitive issues in a confidential manner.