

Skilled Trades Ontario **Métiers spécialisés Ontario**

Position Title: Compensation Specialist

Position Type: Temporary

Position Duration: One (1) year

Location: Toronto, ON

Job Grade: 6

Salary Range: \$73,372 – \$106,304 / year

Hours of work: 36.25 hr./week

Skilled Trades Ontario (STO) is a new Crown agency which replaced the Ontario College of Trades. It is responsible for skilled trades certification in Ontario, which includes:

- **Establishing apprenticeship programs**, including training standards, curriculum standards and certification exams
- **Assessing experience and qualifications** of individuals who have not completed an apprenticeship program in Ontario
- **Issuing Certificates of Qualification** in all trades with certifying exams
- **Renewing Certificates of Qualification** in compulsory trades
- **Maintaining a Public Register** of people authorized to work in compulsory trades
- **Conducting research** in relation to apprenticeship and the trades

Reporting to the Senior Manager, Human Resources and Labour Relations, the Compensation Specialist plays an essential role in developing, communicating and executing Skilled Trades Ontario's (STO) vision through Compensation programs and practices with a focus on creation

of a compensation philosophy that positions STO to have an equitable compensation program that will attract, retain and lead STO to best-in-class programs.

The Compensation Specialist provides leadership in the area of Compensation strategy and administration. Responsibilities include assisting with analysis, development, implementation, and administration of compensation programs to meet organizational objectives and needs and providing excellent service to all levels with respect to compensation policy, practices, and administration. Working closely with internal stakeholders, you will assist with specific project work, maintenance of the compensation programs as well as daily ad-hoc requests. Each day will be fast paced, challenging, rewarding and meaningful.

The Compensation Specialist is accountable for providing guidance and direction to management to ensure that programs and practices are in place that support Skilled Trades Ontario objectives, are cost effective and in compliance with all workplace legislation. You will:

- Support the development and delivery of HR Compensation Processes
- Manage HR Compensation initiatives across divisions
- Build a strong business relationship with internal clients

Responsibilities:

Compensation

- Leads the implementation of STO's Compensation Management program, including the development of compensation policies and procedures
- Facilitates the implementation and maintenance of compensation policies, programs and systems including supporting pay equity with respect to legislative obligation
- Completes benchmarking of new and existing roles
- Conducts and participates in compensation surveys
- Oversees organizational job descriptions; partners with stakeholders and HR BPs in the review of and approval of updated job descriptions to reflect position requirements and responsibilities

- Reviews and analyzes programs with the goal of continuous improvement in terms of design, administrative efficiency and costs optimization
- Plays a key role in interacting with Payroll and auditing data that requires confirmation
- Assists with conducting market pay analysis to determine the competitiveness of pay and makes recommendations for pay adjustments
- Assists with compensation reviews and play a key role in analyzing the data and administering compensation programs
- Responds to ad-hoc requests regarding matters of compensation

HR Functional Initiatives

- Participates on special projects pertaining to HR programs or operational initiatives; these may include competency frameworks, culture initiatives, leadership development and training initiatives, engagement initiatives, operational process improvements, systems enhancements, etc. where they pertain to the specialty of compensation
- Participates in HR business and strategy planning initiatives relating to compensation
- Facilitates the execution and implementation of new compensation program initiatives, ensuring consistent core messaging and process across divisions
- Leverages HR tools and systems working to generate and interpret data analytics aimed at driving business outcomes
- Continuously strives to develop and execute process improvements across the HR function
- Maintains strong partnerships across the HR team
- This position is responsible for advising and coaching management relative to human resources compensation policies, employment law and employment law compliance.

Diversity and Inclusion

- Assists in the design and implementation of diversity and inclusion programs relating to compensation

- Fosters relationships with stakeholders, provides guidance and expertise in promoting a positive working and learning culture that values diversity and fosters equity, fairness, respect, cross cultural understanding and inclusion

General Duties

- Provides advice and/or coaching on sensitive confidential and complex HR compensation issues
- Collaborates with the HR team to manage matters around compensation
- Generates reports and correspondence, as needed
- Reviews and analyzes data, in order to identify trends and make appropriate recommendations
- Participates in committees and working groups, as assigned

Qualifications:

- A combination of experience and/or post secondary education in Human Resources or a relevant discipline with course work in the Human Resources field including compensation-focused learning and experience
- Knowledge of Human Resources practices and principles, as well as all applicable labour, and human rights legislation
- Knowledge and ability to apply relevant legislation to the workplace policies and practices
- Strong computer skills, including Microsoft Word, Excel and PowerPoint, as well as HRIS software knowledge
- The incumbent fosters relationships with stakeholders, provides guidance and expertise in promoting a positive working and learning culture that values diversity and fosters equity, fairness, respect, cross cultural understanding and inclusion
- Excellent judgement and analytical skills to provide options and advice regarding

sensitive and confidential employee matters in the area of compensation

- Exposure to HR best practices in the specialty of compensation
- Strong business acumen to align both business objectives and HR strategies with corporate goals to maximize shareholder value
- Strong leadership and coaching skills, demonstrating integrity and professionalism
- Influential, credible and persuasive, showing good judgment and demonstrating advanced communication skills
- Adept at building and managing relationships effectively and be able to gain the confidence of business leaders quickly
- The ability to multitask and to project manage initiatives to completion

Knowledge of:

- Relevant acts/regulations (e.g., Ontario Labour Relations Act, Human Rights Code, Employment Standards Act, Pay Equity Act, Accessibility for Ontarians with Disabilities Act) which impact the human resources function to lead the development / implementation of human resources policies / programs / training materials which align with legislation / regulations

Skills Include:

- Consultative, customer service and oral communication skills to provide client oriented human resources policy/program advice and expertise to STO
- Project management skills to lead/conduct human resources policy/program and training/learning development projects and oversee all phases of projects from concept to completion
- Presentation and training skills to conduct/facilitate training/learning sessions for management and staff
- Written communication skills to prepare policy/program recommendations, project

plans/reports, communication materials, training materials, and briefing documents

- Experience with collective agreement and/or employment policy interpretation and application

*Only those candidates selected for an interview will be contacted.

How to Apply:

- Please forward your resume, together with a separate cover letter by May 18, 2022, to careers@skilledtradesontario.ca.
- Be sure to quote the following competition number in the subject line of your email:
STO-016-22 – Compensation Specialist

We thank all applicants for their interest and will contact those whose skills, knowledge, and experience most closely match the requirements of the position.

The STO embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and the STO's Accommodation Policy, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to the STO. We welcome applications from all qualified persons.

The Skilled Trades Ontario is an equal opportunity employer