

Job Description

Job Title:	Job Evaluation, Team Lead
Department:	Human Resources
Reports To:	Director, HR Client Services
Jobs Reporting:	Provides functional direction to Job Evaluation Specialist, Job Evaluation Assistant (contract)
Salary Grade:	USG 9
Effective Date:	May, 2017

Primary Purpose

Responsible for oversight of the job evaluation function, providing guidance, advice, and managing the day to day operations. Responsible for the guidance, development, administration and delivery of a point factor job evaluation system across campus. This includes ensuring services are provided in a timely and effective manner in accordance with University Policy, procedures and practice, and Federal/Provincial legislation.

Key Accountabilities

Provide guidance and support to the Job Evaluation team

- Responsible for ensuring consistency in the job evaluation process, level of service and quality of advice provided by job evaluation
- Mentors and develops the expertise of the team
- Trains new employees
- Contributes to performance appraisals for job evaluation team members
- Manages the day to day workload and sets priorities according to demands
- Supports the Job Evaluation Specialists with delivering difficult messages to managers/department heads

Provide senior level job evaluation

- Responsible for the evaluation of senior level positions
- Evaluates other positions in order to maintain a reasonable turnaround time for the clients
- Assists with department reorganization initiatives in support of the HR Partners

Maintain appropriate job evaluation review systems and statistical reports

- Recommends standards and develops audit criteria to measure the team's effectiveness and efficiency in meeting the University's requirements for job evaluation
- Develops and implements plans that ensure that job evaluation processes are efficient and consistent

Provide Advice and Guidance

- Provides quality advice and information on the job evaluation tool (Hay) and its application within University Support Group (USG) positions
- Assist managers to understand their role and responsibilities around building job descriptions and supporting job evaluation outcomes
- Develops and delivers information sessions for the campus community which are appropriate to the audience and to ensure the campus is well informed with regard to the job evaluation process

Required Qualifications

If hiring today, what would be the required education, experience, knowledge, skills and abilities?

Education

- Undergraduate Degree in Social Science, Psychology or related discipline; or equivalent combination of education and experience is required
- Human Resources diploma a strong asset

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<ul style="list-style-type: none">• Certified Human Resources Leader (CHRL) designation from the Human Resources Professionals Association is required
Experienced <ul style="list-style-type: none">• 5 years of successful, progressively responsible experience in a human resources function, including demonstrated experience with job evaluation in a public sector work environment• Demonstrated experience performing job evaluation using a point factor method, Hay preferred
Knowledge/Skills/Abilities <ul style="list-style-type: none">• Thorough knowledge of job evaluation tools and best practices• Working knowledge of job and organizational design• Working knowledge of the Pay Equity Act, the Employment Equity Act and related legislation• Proven ability to communicate both orally and in writing, with clarity and tact• Proven client service skills• Ability to manage and supervise staff• Ability to manage projects effectively to deadlines• Excellent planning, time management skills• Problem-solving and organizational skills• Ability to work both independently and in cross teams• Proven strategic thinking skills• Proven analytical thinking and research skills• Proven critical thinking skills• Ability to negotiate and persuade• Demonstrated conflict management skills/abilities

Nature and Scope

- **Contacts:** all levels of the campus community
- **Level of Responsibility:** functional direction of a team of professionals
- **Decision-Making Authority:** escalation point for the Job Evaluation Specialist and managers/department heads who are questioning the job evaluation outcome
- **Physical and Sensory Demands:** needs to be a good listener with a strong attention to details
- **Working Environment:** normally office based but may be in laboratory, workshop, warehouse or other setting within the University which may involve undesirable conditions