



Position Title: Compensation Advisor

Position Status: Full-Time Temporary (This position to last not later than April 25, 2025)

Department: Regional Employers Services

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Professional / Technical, Level P2 (\$3,712.72 - \$4,365.23 bi-weekly)

Our Regional Employers Services Department is seeking a Compensation Advisor who will be an integral member of the Compensation Services team, working together with other Compensation Advisors to provide job evaluation services of a wide variety of union positions in client municipalities and associated organizations within the Metro Vancouver Region. Our Compensation Advisor reviews, evaluates and recommends appropriate classification and value ensuring equitable compensation levels in the region. Our Compensation Advisor prepares written rationale to document analysis and recommendation and prepares new or revises existing class specifications. The role provides related support, guidance and information to client employers and associated organizations. This could include interpretation of job evaluation agreements and related collective agreement provisions, information on classifications in other municipalities, providing preliminary value estimates for new jobs, assessing possible value impacts of proposed changes in duties and responsibilities and advice on job organization and content.

You are: an HR professional with expertise in job evaluation, compensation and organizational design strategies. You are methodological, detail-oriented and have strong analytical and critical thinking skills. You are collaborative, a high degree of integrity and can build and maintain strong professional relationships with others. You possess strong communication skills (both oral and written) including effective listening and persuasion skills.

The Compensation Advisor reports to the Lead Advisor Compensation.

This role:

- Reviews and evaluates the work of a wide variety of union positions in client municipalities and associated organizations such as libraries, museums, and police departments. Recommends appropriate classification and value for same, ensuring equitable compensation levels in the region.
- Reviews description of job duties and responsibility provided by the client; meets with incumbents and managers to obtain, clarify and confirm information relevant to the job; and discusses concerns with the manager regarding work organization or potential impacts on other positions.

- Researches and analyzes information pertinent to the classification and valuation; evaluates job in relation to criteria specific to the client's jurisdiction, considering both internal and broader regional impact and pertinent arbitration awards.
- Prepares written rationale to document analysis and recommendations; prepares new or revises existing class specifications defining duties and responsibilities for the allocation of the position. Ensures consistent use of terminology as established by the benchmarks, regional classes and arbitral jurisprudence. Prepares correspondence to advise of client recommendation.
- Represents client employers in classification grievances and disputes. Meets with the union and employer to hear grievances and present information on the classification recommendation; advises client of the merits of the union's argument and potential internal and regional impact; prepares written response to the union argument on behalf of employer; and develops and evaluates alternative approaches for dispute resolution where viable. Represents client employers at arbitration hearings as required, including preparing and presenting opening and closing arguments and rebuttals.
- Responds to a variety of requests for information, services and advice from client employers and external organizations. Interprets job evaluation agreements and related collective agreement provisions; provides information on classifications in other municipalities; assesses possible value impacts of proposed changes in duties and responsibilities; provides preliminary value estimates for new jobs; advises clients on job organization and content; and reviews and makes recommendations regarding pay levels for exempt positions.
- Conducts and participates in salary surveys and miscellaneous projects such as the design and development of new job evaluation plans.
- Performs other related duties as required.

To be successful, you have:

- 5 years of recent, related experience supplemented by a university degree or diploma in a relevant discipline such as business administration, industrial relations, or human resources; or an equivalent combination of training and experience.
- Designation as a Certified Human Resources Professional is an asset.
- Sound knowledge and understanding of human resources management principles with expertise in job evaluation and compensation.
- Demonstrated ability to perform complex analytical, interpretive and research work related to compensation and job evaluation for diverse unionized positions. Demonstrated ability to interpret and apply job evaluation agreements and collective agreement provisions to routine and unique circumstances.
- Demonstrated ability to provide sound professional advice and guide managers on job evaluation and compensation issues; displays a high degree of integrity and professionalism.
- Ability to work under general direction and use sound independent judgment in adapting and applying procedures to address and resolve unusual or problem situations.
- Excellent oral and written communication skills, including effective listening and persuasion skills. Superior business writing skills including the ability to analyze, write and revise the content of job descriptions ensuring consistent use of terminology. Ability to draft non-routine correspondence to clients and union representatives clearly outlining the rationale for recommendations.
- Ability to build and maintain effective and respectful working relationships with internal and external contacts under circumstances that may be controversial or sensitive; ability to manage and respond effectively to emotional triggers in self and others and effectively defend recommendations in the face of considerable opposition.

- Demonstrated ability to work in a team oriented work environment. Ability to analyze business needs and provide strategic input.
- Ability to meet timelines and objectives and demonstrates persistence in overcoming obstacles.
- Proficiency using Microsoft office programs, including Word, Excel, and Outlook.
- Valid BC Class 5 Driver's License.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by October 24, 2024.