



DISTRICT OF SAANICH  
CORPORATE SERVICES  
HUMAN RESOURCES

## **MANAGER OF TOTAL COMPENSATION & SYSTEMS (HRIMS)**

**Permanent, Full-Time position (Exempt)**

The District of Saanich is the largest municipality in beautiful Greater Victoria, blending both the urban and rural environment and home to approximately 124,000 citizens. Employing more than 1,500 employees, our greatest asset is a high performing workforce. We provide a collaborative, dynamic and progressive work environment that consistently attracts top-quality people, allowing them to grow their skills and perform at their best.

Our competitive wages, excellent benefits package, generous pension plan, supportive and inclusive work environment, flexible work program and progressive initiatives make the District of Saanich a highly desirable place to invest your talent.

The District of Saanich is currently seeking a Manager of Total Compensation & Systems (HRMIS) to join our HR team. This position reports to the Senior Manager of Human Resources (SMHR) and is responsible for overseeing Human Resource (HR) business systems, HR processes, and total compensation. With a focus on strategic alignment and process improvement, this role provides expert consultation, analysis, facilitation, research and project management in a wide range of compensation, organizational structure and job design, HR records, benefits and systems.

The Manager of Total Compensation & Systems (HRIMS) supports the SMHR in the development of the Division's goals, objectives and service delivery priorities, by leading and participating in the development and implementation of assigned projects and fostering a coordinated and consistent approach in how the division delivers its services.

Requirements include: University degree in a relevant discipline such as Human Resources, Business, Computer Science and/or Finance; minimum 5 years of progressively more complex experience working in a variety of Human Resources functions and in successively more progressive leadership roles with a combination of the following:

- Using and applying Human Resources Management/Information Systems (HRIMS).
- Leading compensation and benefits work.
- Providing job design/evaluation and organizational design support.
- Researching and writing programs, policies and executive level reports.
- Leading and/or participating as a subject-matter-expert on HR transformation projects.
- Leading process improvement initiatives.
- Providing statistical analysis and HR metrics to support decision making.

Accreditation in job evaluation and course work in project management and/or software programs such as HRIMS considered to be an asset. An equivalent combination of education and experience may be considered.

If this opportunity matches your profile and motivates you, please provide a resume and cover letter outlining your experience, education skillset and how you will bring your team-oriented mindset to complement our awesome Human Resources team.

**The annual salary range for this exempt position is \$115,745 to \$136,125 and includes an excellent benefits package.** Job description and competition information can be found at [www.saanich.ca](http://www.saanich.ca). **Please apply via our careers page by 11:45 p.m. on October 31, 2024 quoting competition 24293.** Only those under consideration will be contacted.

**\*\*To be considered for this position all applications must include the attached pre-screening questionnaire\*\*.**

**The District of Saanich is recognized as one of BC's Top Employers for 2024.** As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence [accessibilityHR@saanich.ca](mailto:accessibilityHR@saanich.ca). We thank all applicants for applying.