

Join us to shape the future of St. Catharines!

About the City:

In the city of St. Catharines, we are committed to realizing the vision outlined in **The City of St. Catharines - Strategic Plan 2023 to 2027**. Our goal is to cultivate a city that thrives on safety, innovation, sustainability, and caring, not just for today, but for generations to come. Join our team and be part of a meaningful journey to shape the future of our community, leaving a lasting impact that extends far beyond the present.

About the Role:

We are looking for a forward-thinking Human Resources Consultant - Total Rewards to lead the development and implementation of the City's compensation programs. In this role, you will handle job evaluation, compensation analysis, market research, and metric development to align with strategic goals. Reporting to the Manager of Human Resources, you will shape the City's compensation strategy to ensure it is strategically positioned to attract and retain exceptional talent. As the Total Rewards expert, you will stay informed about current trends and make recommendations for continuous improvement.

What You Will be Doing:

(These set out the principal functions of the position and shall not be considered as a detailed description of all the work requirements).

- Design and implement competitive salary, benefits, and recognition programs to boost engagement and attract talent, aligned with the City Strategic Plan. Continuously review and improve the City's total rewards programs to ensure market competitiveness and effectiveness.
- Develop and administer a Compensation Policy to maintain market competitiveness, using metrics to guide annual salary adjustments. This includes making recommendations on which metrics should be used.
- Develop and oversee job evaluation programs for all roles, ensuring consistent, accurate and efficient assessments based on best practices. Administer the job evaluations and maintain the programs.
- Ensure compliance with to the City's Terms of Reference for each job evaluation process assessing and amending the programs as needed based on feedback and best practice.
- Clearly communicate job evaluation, pay equity, market analysis, and compensation strategies to all levels of the City, including the Senior Leadership Team, Job Evaluation Committees, and Union Executives, to ensure understanding and alignment.

- Provide compensation expertise, consultation and interpretation to all levels of the City including guidance and coaching for all aspects of compensation including policies and collective agreements.
- Develop and implement policies to ensure equitable pay, vacation and benefits, and deliver related training programs.
- Ensure the City adheres to its annual obligation to demonstrate it continues to be pay equity compliant in accordance with the legislation.
- Participate in the annual development of the Part-time and Student wage grid.
- Perform other related duties as directed.

About You:

Qualifications:

- A university degree in Human Resources Management, Business Administration, Industrial Relations, or a related field.
- Certified Human Resources Professional (CHRP) or Leader (CHRP) and/or a compensation specific designation.
- Five (5) years recent responsible experience in compensation and job evaluation.
- Demonstrated knowledge of employment and related legislation such as the Human Rights Code, Employment Standards Act, Pay Equity Act, Collective Agreements and human resource policies and practices.

Skills:

- Strong project management skills to lead and coordinate initiatives across departments.
- Advanced analytical, research, problem-solving and conflict resolution skills to identify and implement solutions.
- Ability to deliver top-notch customer service and build strong partnerships.
- Ability to handle sensitive information with discretion.
- Proficient in Microsoft Office 365 and quick to learn new software and tools.
- Proven completion of Ministry of Labour Worker Health and Safety Awareness training.
- Ability to travel between city location is required.

Other Requirements:

- Ability to travel between City work locations is required.
- Proof of education will be required upon hire.

What's in it for you:

Salary & Benefits: Get a competitive salary plus health, dental, vision, and life insurance coverage (for applicable positions).

Pension Plan: Enjoy enrollment in the OMERS pension plan with matched contributions for a secure retirement.

Flexibility: Achieve work-life balance with our hybrid work environment (for eligible positions).

Training: Access training and development funds to support your career growth.

Make Your Mark: Share your ideas, drive change, and leave a lasting impact through modernization efforts.

Great People: Work with a supportive team and leadership focused on your success.

Other Job Details:

Salary Range: \$94,058 - \$110,055

Employee Group: Exempt

Department: Corporate Support Services- Human Resources

Position Type: Permanent, Full-time

Work Mode: Hybrid

Hours of Work: 8:30am to 4:30pm

Number of Openings: 1

Job ID: 2024-228

Posted Date: December 12, 2024

Application Deadline: Open until filled

Additional Information:

To ensure fairness and efficiency in our recruitment process, we kindly request that all applications be submitted through our official portal at www.stcatharines.ca/jobs. Applications received through other channels will not be considered. We also advise applicants to maintain up-to-date contact information and regularly check their spam and junk email folders, as important communications regarding their application may be directed there.

For applicable positions, the recruitment process will be conducted using video conference technology. Please note that for certain roles, in-person interviews may be required.

They City of St. Catharines does not use AI Technology in any part of the recruitment process.

Employment Equity, Inclusivity and Accommodation:

Dedicated to fostering an inclusive and accessible work environment, the City of St. Catharines is an equal opportunity employer committed to accommodating the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). We encourage applicants to inform the Human Resources Division of any accessibility needs to ensure they are accommodated throughout the recruitment and selection process.

#LI-HYBRiD