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where people
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Position Title: Lead Advisor, Compensation

Position Status: Full-Time Regular

Department: Regional Employers Services

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Professional / Technical, Level P3A (\$123,587.51 - \$145,395.95 annually)

Our Regional Employers Services Department is seeking a Lead Advisor, Compensation who will play a key leadership role on the Compensation Services team. The position leads the Compensation Services team in the provision of job evaluation services, including job analysis and evaluation, participates in the development of new job evaluation plans, and provides organizational design and job evaluation dispute resolution services, to member employers. Our Lead Advisor, Compensation manages a team of Compensation Advisors and assigns, reviews and participates in the work of Compensation Advisors. The role serves as an initial contact for client requests and identifies and evaluates issues and situations with potentially wide impacts on the jurisdiction and overall region. The Lead Advisor, Compensation ensures the appropriate and consistent application of classification criteria; establishes and communicates work standards and processes; provides training and advice; participates in recruitment; and advises the Division Manager of employee performance. The Lead Advisor, Compensation plans, designs and participates in the delivery of workshops and training sessions.

You are: an experienced HR professional with specialized experience in compensation, job evaluation and supporting clients in dispute resolution processes including arbitration. You have experience leading and guiding a compensation team on job evaluation and compensation issues, assigning and reviewing the work of compensation advisors, and coordinating the provision of job evaluation services to multiple client groups. You display a high degree of integrity and professionalism, and have a demonstrated ability to build strong relationships with internal and external contacts. You have demonstrated ability to interpret and apply job evaluation agreements and collective agreement provisions and can identify and evaluate issues that may have potentially wide impacts on the overall region. You are collaborative, curious and detail-oriented.

The Lead Advisor, Compensation reports to the Division Manager, Information & Advisory Services and Compensation.

This role:

- Works as a technical/specialist resource to lead Compensation Services, including a team of Advisors. Leads the provision of job evaluation services to member jurisdictions and serves as a resource on job evaluation matters.

Acts as initial contact for client requests; advises clients on job evaluation issues; and provides interpretations and advice on job evaluation agreements, collective agreement provisions and related matters.

- Hires, trains, manages and supervises staff. Monitors team and individual performance towards division, department and corporate objectives. Ensures staff adhere to corporate workplace conduct policies. Leads, coaches and mentors staff; determines developmental requirements; provides ongoing and timely feedback; and supports the resolution of technical and interpersonal issues staff encounter while doing their work.
- Identifies and evaluates issues and situations with potentially wide impacts on the jurisdiction and overall region. Makes decisions on appropriate value based on overall analysis and carefully selects language in the preparation of class specifications accompanying recommendations.
- Assigns, reviews and participates in the work of Compensation Advisors engaged in the provision of job analysis and evaluation, organizational design and job evaluation dispute resolution services across member jurisdictions.
- Reviews and evaluates the work of a wide variety of union positions in client municipalities and associated organizations such as libraries, museums, and police department. Ensures for the appropriate and consistent application of classification criteria; establishes and communicates work standards and processes; provides training and advice; participates in recruitment; and advises the Division Manager of employee performance.
- Conducts research and provides written analyses, statistics, reports and recommendations on a variety of matters related to the status and development of the regional job evaluation program. Investigates and advises on the potential impact or feasibility of proposed changes; participates in the development of new job evaluation plans; contributes to negotiating changes to benchmarks and job evaluation agreements; and conducts and participates in salary surveys.
- Identifies opportunities to develop and improve services and to increase understanding of the regional job evaluation services. Plans, designs and participates in the delivery of workshops and training sessions; develops tools for the measurement of client satisfaction and evaluates results; and participates in a regional compensation committee. Addresses and investigates specific client or union concerns and makes recommendations or takes appropriate action based on findings.
- Represents client jurisdictions in dispute resolution proceedings and arbitrations acting as an expert witness as required. Makes recommendations to the Division Manager and subsequently to clients on appropriate courses of action for arbitrations. Works collaboratively with clients to research, prepare and develop strategies for hearings and presentations including questions, preparation for witnesses and cross-examination.
- Explains difficult concepts to clients, managers and team members regarding job evaluation criteria, collective agreement interpretation, process or policy interpretation. Effectively gains consensus and ensures consistency in the application of criteria, agreements and policy.
- Supervises and provides guidance to Compensation staff working to resolve issues related to job evaluation matters. Intervenes in matters formally or informally depending on the nature, severity or ongoing nature of the issue. Ability to effectively deal with disagreements, prevent the escalation of conflict and include team members in decisions that will affect them.
- Performs other related duties as required.

To be successful, you have:

- 7 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.

- Considerable experience related to providing job evaluation services and advice including supporting clients in arbitration or other dispute resolution processes.
- 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.
- Sound knowledge of and ability to perform highly complex analytical, interpretive and research work related to compensation and job evaluation for matters with potentially wide impacts on the jurisdiction and overall region. Demonstrated ability to interpret and apply job evaluation agreements and collective agreement provisions for unique circumstances and coordinate the provision of job evaluation services to multiple client groups.
- Ability to work under broad direction and use significant independent judgment to problem solve and interpret policy, procedures and collective agreements when more than one option is possible. Ability to identify opportunities and address emerging needs.
- Demonstrated ability to provide sound professional advice and guide clients and team members on job evaluation and compensation issues; displays a high degree of integrity and professionalism.
- Demonstrated ability to identify opportunities to develop and improve regional job evaluation services.
- Excellent oral and written communication skills including the ability to effectively listen, persuade others and solve problems using a high degree of independent judgment. Excellent business writing skills including the ability to analyze, write and revise the content of job descriptions ensuring consistent use of terminology. Ability to draft complex correspondence to clients and union representatives clearly outlining the rationale for recommendations; represent client jurisdictions in arbitrations or dispute resolution proceeding.
- Ability to build and maintain effective and respectful working relationships with internal and external contacts under circumstances that may be controversial or sensitive. Demonstrated skill in dealing tactfully and sensitively in a variety of situations including exercising substantial discretion with highly sensitive and confidential information.
- Demonstrated supervisory skills including the ability to mentor, coach and guide direct reports.
- Ability to meet timelines and objectives requiring persistence to overcome 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.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

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 March 25, 2025.