



BUILD A CITY. BUILD A FUTURE.

Compensation Advisor

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

SCOPE

We are seeking a proactive and analytical Compensation Advisor to join our Human Resources team. This role provides professional expertise and strategic support in the analysis and administration of the City's compensation programs. The successful candidate will play a key role in ensuring our compensation practices are competitive, equitable, and aligned with organizational goals. This is an excellent opportunity for someone who thrives on data, problem-solving, and continuous improvement.

EMPLOYMENT STATUS

Exempt – Regular Full-Time

RESPONSIBILITIES

As a key member of the Human Resources team, you will:

- Lead and support the design, analysis, and maintenance of compensation programs and frameworks that promote internal equity and external competitiveness.
- Proactively monitor labour market trends, legislative changes, and internal data to identify opportunities or risks, and recommend strategic adjustments.
- Partner with HR Advisors and departmental leaders to provide consultative advice on pay decisions, job evaluations, and organizational design.
- Conduct detailed compensation analyses, including salary surveys, market reviews, costing models, and pay equity audits.
- Coordinate and support the annual compensation review process, including data validation, reporting, and approvals.
- Review and evaluate new or revised job descriptions, ensuring consistency and defensibility across classifications.
- Maintain and update classification and compensation databases, job inventories, and related documentation.
- Prepare and present reports on compensation matters such as pay transparency, pay equity, and legislative compliance.
- Develop tools, templates, and dashboards that improve the accuracy, efficiency, and accessibility of compensation information.
- Contribute to key Total Compensation initiatives, including process automation, policy development, and systems improvements.
- Ensure compliance with all applicable legislation, collective agreements, and City policies.

QUALIFICATIONS

- Degree or diploma in Human Resources, Business Administration, or a related discipline.
- Three (3) to five (5) years of progressive experience in compensation analysis, design, or advisory roles within a large and/or unionized public-sector environment.
- Demonstrated knowledge of job evaluation systems, compensation design principles, and pay equity practices.
- Strong analytical and critical thinking skills with the ability to interpret complex data and provide clear, evidence-based recommendations.
- Proven ability to influence and collaborate with cross-functional teams and departmental leaders.
- Advanced proficiency in Microsoft Excel (pivot tables, formulas, data analysis) and strong working knowledge of other MS Office applications.
- Experience with HRIS systems such as PeopleSoft is an asset.
- Excellent written and verbal communication skills with a high degree of attention to detail and confidentiality.
- Certified Compensation Professional (CCP) designation, or active progress toward completion, is considered an asset.

Additional Info

- This position requires completion of a Police Information Check.
- Successful applicants must provide proof of qualifications.
- Salary placement will be determined based on job-related knowledge, skills, and experience, and may fall within the range of Pay Grade P1 (\$89,817 to \$105,667) to Pay Grade P2 (\$107,951 to \$127,001.)

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/about-surrey/jobs-careers> to Job ID 6777.