

EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting Regular Full-Time opportunity as a **Payroll, HRIS, Compensation and Benefit Analyst (Competition #1.18)** exists in Human Resources reporting to the Manager Human Resources and Labour Relations. This newly created role is responsible for the smooth and effective coordination of all Payroll, Benefits, and Compensation administration for the Hospital. Including the oversight of the benefit programs, hospital wide compensation administration and the integration of payroll working closely with Finance, Ceridian and external partnered organizations.

Summary of Duties, but not limited to:

Payroll

- Responsible for on-going processing of bi-weekly payroll and all system administration for the Dayforce payroll system.
- Reviews, reconciles and adjusts monthly reports on termination benefits and severance accruals.
- Completes ongoing administration of the HOOPP Pension Plan related to the processing of documents and monthly remittances including the preparation of monthly and annual reconciliations, pension adjustments and reports, as required.
- Monitors the needs of the payroll system and communicates requirements for changes, enhancements or service improvements to the provider. Manages all upgrade projects for the payroll system.
- Calculates manual payroll cheques for terminated employees and other ad hoc and special payments.
- Prepares Payroll summary reports for management, including year-end summary data for the salary disclosure section of the Annual Report.
- Leads payroll development projects, liaising with HR, and Finance users to refine and document business requirements, develop specifications, perform testing, and monitor schedules and deadlines.
- Participates in the creation/extraction, analysis and reporting of people-oriented data and information on a regular and ad hoc basis in support of system processes, maintenance and updates.

Compensation

- Conducts market research and job comparison analysis including the coordination of the annual review cycle, as required.
- Leads the participation in, and analysis of, compensation market surveys, ensuring integrity of submissions and provides recommendations based on survey results.
- Brings forward compensation trends, policy changes, or other market related compensation adjustments to management
- Reviews compensation practices and policies to ensure continued alignment with legislation and best practices.
- Responsible for the job evaluation process including the reviewing and revising of new and modified roles, coordinating reviews and shadowing as required, completing job evaluation documents, scoring roles, leading evaluation meetings and ensuring jobs are reviewed on an ongoing basis.

Benefits

- Audits benefits data held by third party administrator and other service providers.
- Works with the HR team to ensure data flows between third party administrator and payroll provider meet quality standards and data integrity is maintained.

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- Responds to calls from members with questions/concerns relating to the benefit plan, payroll deductions and the level of service provided by the external service providers.
- Provides resources and clarification on areas related to the administration of the plans.
- Administers benefit plans for retirees, including conducting retirement meetings.

As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

Qualifications/Skills:

- Certified Payroll Compliance Practitioner or equivalent (Canadian Payroll Association) required.
- Minimum of 5 years' experience with payroll administration and benefits processing preferably on a system handling in excess of 1000 employees.
- Proficiency using Microsoft Excel and payroll data base applications is required, Dayforce payroll system (Ceridian) experience is an asset.
- Experience working in a unionized environment with multiple collective agreements required.
- Strong understanding and experience of compensation standards, benchmarking and compensation administration
- Strong interpersonal skills with sound written and verbal communication skills. Must be able to handle sensitive issues in a professional manner.
- Experience in dealing with the public, handling inquiries, and working in a deadline-oriented environment is required.
- Attention to detail and accuracy is essential along with well-established organization skills and the ability to handle multiple tasks and responsibilities while recognizing priorities.
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

POSTING DATE: January 4, 2018

Please forward resumes via email to HR@wchospital.ca with your name and the competition number in the subject line. (Example: Jane Smith, 1.16)

We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.

Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Aboriginal peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.