#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Manager, Human Resources

**Job Number:** X-280 | VIP: 1140

**Band:** EXEMPT-8

**Department:** Human Resources

**Supervisor Title:** Director, Human Resources / Vice-President, Human Resources

**Last Reviewed:**  January 8, 2024

#### **Job Purpose:**

Jointly reporting to the Vice-President, Human Resources and Director, Human Resources, this position provides strategic human resources leadership in support of the University’s HRIS, recruitment, total compensation, training & development and oversees the departmental budget. This position is responsible for large scale organizational changes, and ensuring successful implementation, including leading the strategy, policy, communications, and special project plans.

#### Key Activities:

##### Human Resources Information System (HRIS)

* Reporting to the VP, Human Resources, is the strategic leader on the University’s HRIS and is the technical subject matter expert, leading on-going and new system initiatives.
* Responsible for HRIS direction and leadership, providing guidance to all Human Resources staff, and to managers and employees across the University.
* Responsible for working with various senior leaders in Information Technology, Dean’s offices, Payroll, Research, Finance, Human Rights, Equity & Accessibility etc. to ensure operational efficiency, effectiveness, and accuracy of the University’s Human Resources Information across the institution.
* Responsible for seeking continuous organizational efficiencies to improve the overall employee experience.
* Leads on-going and new system initiatives, provides guidance to the Department of Human Resources, managers, and employees across the University.
* Leads all changes to the HRIS, including system implementation as well as on-going system updates and modifications.
* Works closely with HRIS vendor to identify and resolve system issues, develop work plans to implement changes and monitor the progress of implementation/changes to ensure system efficiency and success.
* Develops a training plan, training documentation and executes training for HR staff, managers and employees on system changes or future modifications.
* Develops communication plans for the HRIS ensuring those impacted are notified in a timely manner, including identifying changes that may have broader impact (i.e. Collective Agreements, University Policy).
* Responsible for all Human Resources reporting activities required by senior leaders, board of governors, government, external industry, and other partners.

##### Recruitment / Training & Development

* Reporting to the Director, Human Resources, provides strategic leadership to the University’s recruitment, training and development programs and policies, ensuring success and alignment with the university’s strategic plans and goals.
* Works closely with the Director, Human Resources and a team of Human Resources Advisors to review and improve all Human Resources recruitment, training & development functions. Ensures processes are completed in a timely manner and in compliance with employment equity, employment standards, human rights legislation, as well as all University policies and procedures, and commitments within collective agreements.
* Oversees and develops new training & development programs and initiatives to ensure legislative compliance and that employee and management needs are being addressed, including training events/schedules and career/leadership development programs and initiatives.

##### Compensation & Job Evaluation

* Reporting to the Director, Human Resources, makes recommendations regarding the University’s total compensation programs to attract, motivate, and retain employees within the University’s strategic initiatives.
* Manages the Compensation & Human Resources Advisor to ensure compensation practices, policies, job evaluation and salary structures are completed in accordance with University policy and appropriate legislation.
* Oversees the OPSEU and Exempt annual compensation increases and job evaluation system and makes recommendations on system improvements and enhancements.
* Participates in collective bargaining process by providing expertise and conducting analysis related to compensation both internally and external to Trent (other universities, local market, etc.).
* Reviews, recommends, and approves compensation changes for salary actions including new hire compensation, promotional and market adjustments, and temporary assignments.

##### Financial & Budgetary

* Reporting to the Vice-President, Human Resources, oversees all Human Resources financial and budgetary accounts, including tracking, reconciling, and maintaining the budget and any special project costs.
* Provides forecasts for future projections as well as recommendations on new investment requests in consultation with the Director, Pension, Benefits & Payroll, Manager, Environmental, Health & Safety, and Director, Human Resources.
* Responsible for preparing VP’s budget presentation and adjustment template annually to the financial services office and the Board of Governors.
* Ensures financial activities are accurate and complete.

#### Education Required:

* Honours Degree (4 year) in a related field.
* CHRL designation.

#### Experience/Qualifications Required:

* Seven (7) years’ Human Resources experience in a unionized environment required; strong knowledge and experience with Human Resources Information Systems, compensation, salary administration, and recruitment is required.
* High level of attention to detail, accuracy, and confidentiality required.
* Strong communication skills, both written and verbal.
* Strong client service skills.
* Demonstrated tact, diplomacy, and objectivity.
* Ability to work under minimum supervision and as part of a team.
* Proficiency in the use of MS Office (specifically Word and Excel) required; experience with an HRIS an asset.
* Website maintenance/design experience required.

#### Supervision:

* Provide training, guidance, and direction, assigning and monitoring work for accuracy and completion and providing input into staffing decisions and performance evaluations.