

Human Resources Supervisor, Talent & Rewards Management

Department:	Human Resources	Competition #:	22-A-16
Campus:	South - Windsor	Classification:	Administration
Posting Type:	Internal/External	Salary Range:	Starting Salary: \$76,753 Salary Range: \$76,753 - \$95,941
Status:	Full-Time	Closing Date:	Monday, June 27 th , 2022 at 4:30pm
Presentation Required:	Yes	Start Date:	As soon as possible

St. Clair College is seeking an experienced and motivated professional who shares our commitment to quality and student success.

Description:

Reporting to the Senior Human Resources Manager and working in collaboration with the Human Resources departmental team, the Human Resources Supervisor, Talent & Rewards Management will lead functions including Compensation, HRIS & recruitment for non-academic support. They will act as an advisor on the College's reward strategies to various levels of administration.

Qualifications:

- A relevant combination of experience and education including a 3-year CAAT advanced diploma and or university undergraduate degree in a related discipline such as Business Administration/Human Resources, Labour Relations or equivalent.
- Prior employment experience in a post-secondary education environment along with a CHRP/CHRL professional designation.
- Possess at least three 3 years' experience in compensation and recruitment, ideally within a medium size unionized workplace setting.
- Responsible for the recruitment of nonacademic Support Staff (full and part-time). This includes ensuring the application of the College's recruitment and selection policies and procedures, including monitoring practices to ensure compliance with Ontario Human Rights Code, legal obligations, and the College's equity policy.
- Demonstrated experience working with HRIS systems and with analyzing complex data.
- Maintains HR Records function ensuring accuracy and integrity of HRIS master data (i.e., new hires, master data changes, job data, employee life cycle changes, terminations), records management, and ensuring transfer deadlines between HR and Finance (Payroll) are met.
- Strong and effective communicator (written and verbal) with sound judgment skills and the ability to foster cooperation and collaboration.
- Proven record of collaboration when making decisions that will affect others.
- Strong time management and organizational skills allow you to effectively manage a high volume of work activity within multiple competing deadlines and changing priorities.
- Solid awareness and understanding of relevant employment legislation, collective agreements, and human resources policies/procedures is a must to be successful in this role.
- High energy, forward-thinking human resources professional who approaches core duties with an innovative mindset and enjoys the opportunity to work both independently and inter-dependently as part of a dynamic Human Resources team.

Candidates selected for an interview will be required to provide a 10-minute presentation. Details will be provided when interviews are scheduled.

Please forward your resume quoting the competition # by online application at <https://www.stclaircollege.ca/careers/apply>. This link includes those who have worked for the College within 1 year of this posting. Resumes must be received prior to the closing date and time.

All active internal applicants MUST apply through the St. Clair College online application system: <https://intranet.stclaircollege.ca/human-resources/job-application-form.html>

St. Clair College is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require an accommodation, please contact Human Resources.