

APPLICATIONS ARE INVITED FOR THE POSITION OF

Senior Coordinator, Benefits & Compensation, Human Resources

Non-Union Level 5: \$ 95,553 - \$114,657

Reporting to the Superintendent of Education, Human Resources, this position will assume a leadership role in strategic planning of programs and activities within the Benefits & Compensation Units that include the coordination of the Board's benefit plans across all employee divisions, the OMERS pension plan, Workers Compensation, Return to Work and Work Place Accommodation practices, Job Evaluation and Pay Equity Programs.

CRITERIA FOR AN INTERVIEW ARE AS FOLLOWS:

- University Degree in Human Resources Management/related discipline or demonstrated equivalent experience with Benefit and Compensation Management
- Professional designation or proven progression towards a CHRP designation
- Minimum of 7 years of direct experience with the management of Benefit and Long Term Disability Plans, Pension Plans, WSIB, Work Accommodation and experience with the Pay Equity Commission & Tribunal Reviews/Hearings and WSIB Tribunal hearings
- Proven experience with a diverse and unionized workforce and knowledge of relevant labour related legislations
- Experience in conflict resolution matters
- Effective report writing skills
- Excellent interpersonal skills, along with effective written and verbal communication skills
- Advanced computer skills in MS Office Products, Visio Organization Management Application
- Proven experience and knowledge of HRIS applications; SAP preferred

MAJOR DUTIES AND RESPONSIBILITIES:

Under the direction of the Superintendent of Education, Human Resources, this position will provide the coordination of the following initiatives and area responsibilities. Duties and responsibilities include, but are not limited to the following:

- Developing goals and priorities for the Benefits, WSIB, Workplace Accommodation and Compensation areas of Human Resources and assuming overall effectiveness of contractual and legislative requirements
- Coordinating the effective management of all collective agreements and other employee group agreements that pertain to all Board benefit programs and plans
- Responsible for the effective coordination and relationship management with the Board's benefit carriers and benefit consultants
- Responsible for the financial fiscal forecasting of all benefit plans for budget preparation and revised budget processes, including annual reconciliation processes of benefit and pension plans
- Responsible for the coordination of required statistical and financial reports & costs related to benefit plans and potential plan improvements for collective bargaining
- Collaboration with the senior management team on overall department and Board goals and priorities that pertain to leading best practices of Human Resources management
- As part of the senior management team, determine and establish departmental policies, procedures, set targets and responsibilities of new initiatives for the department that will include effective leadership strategies, succession planning, mentorship, performance management and continuous review of practices and procedures that are congruent with the Board's strategic plan.

Interested applicants are asked to submit a complete résumé and related educational documents and reference letters referring to **Posting: Senior Coordinator, Benefits & Compensation, Human Resources** no later than **February 24, 2010** and should be submitted by email to:

**Gary Poole, Superintendent of Education
Human Resources
80 Sheppard Avenue East
Toronto, Ontario M2N 6E8
Email: gary.poole@tcdsb.org**