

DIRECTOR OF RECRUITMENT AND COMPENSATION

Human Resources
Company ABC

Job Description

POSITION:	Director of Recruitment And Compensation	INCUMBENT:	
DIVISION:	Human Resources	ORGANIZATION:	Company ABC
LOCATION:	City ABC	DATE:	Month ABC/01

Approval Signatures:

Incumbent

Director

RESPONSIBILITIES:

The position is accountable for planning, organizing and management of recruitment and compensation services for Company ABC

JOB MAGNITUDE (Annualized):

Total Company ABC Staff:	1,000
Total Budget	\$60M
Department Staff	12
Department Budget	\$400,000

ORGANIZATION STRUCTURE:

The Director reports to the Vice President of Human Resources.

There are 12 full time positions reporting to this position:

3 Senior Recruiters: Ensure ABC has qualified staff for successful operations and that positions are correctly classified and negotiated with respective bargaining agents.

3 Senior Compensation & Benefits Consultants: Administers the compensation and benefit plans.

1 Systems and Research Analyst: Implements and supports Human Resources related information technology and systems administration

2 Assistants: Provide administrative support to the Senior Recruiters and Compensation Consultants.

3 Secretaries: Provide clerical services for the department.

NATURE OF WORK AND JOB SCALE:

Major Functions:

- Develop, implement and evaluate compensation and recruitment programs and services.
- Provide leadership to ensure programs and services are successfully delivered through subordinate staff.
- Establishes operating and capital budgets and controls expenditures.
- Hire, discipline, develop and terminate staff.
- Perform annual performance evaluations of staff.

Challenges:

- Develop and implement services where little precedence exists.
- Provide on-going services without proper payroll and information systems.
- Provide services in a unionized setting.
- Design, implement and maintain the Aboriginal Employment Plan.
- Standardize compensation packages
- Develop policies in the assigned areas of responsibility.
- Develop a Classification Strategy which takes into account the needs and financial constraints of the organization and bargained classifications.
- Extreme time pressures to develop strategies and programs which impact heavily upon the organization.
- Work with Information Systems to develop and implement HR Information Systems and Software.
- Motivate human resources staff faced with heavy workloads and tight timelines.

The position has significant freedom to act with little or no supervision and the Vice President provides the general policies/guidelines that guide the actions of the incumbent.

SPECIFIC RESPONSIBILITIES:

- Provide comprehensive corporate recruitment, employment, compensation and benefit plan programs and services.
- Develop, implement and evaluate policies, programs and services.
- Hire, evaluate, develop and discipline and/or terminates staff.
- Develop policies and procedures for employment, recruitment and compensation.
- Ensure programs and services meet the needs of the organization.
- Plan programs and services within budgetary constraints.
- Provide the direction and development of staff to ensure program delivery.
- Work with Information Systems to develop and implement HR Information Systems and Software.

WORKING CONDITIONS:

The position does not require physical effort. This position is not subject to Occupational Health and Safety Risks.

The position requires considerable concentration and creativity. It is subject to stress caused by a changing environment, diversity in the organization, tight deadlines and workload.

QUALIFICATIONS:

- University Degree with a major in Human Resource Management.
- 7+ years experience in Human Resource Management at the management level.
- Ability to lead, motivate and develop staff.
- Knowledge of human resource programs and systems.
- Able to lead change processes.
- Excellent verbal and written communications skills.
- Ability to build a team environment and use participatory decision-making.

SAMPLE