



Job Ad

Ministry: Ministry of Government and Consumer Services
Division: Ontario Shared Services, Payroll Operations Branch
Position Title: MANAGER, PAYROLL AND BENEFITS OPERATIONS
Duration: 1 Temporary assignment/contract up to 6 months with the possibility of extension
Location: 189 Red River Road, Thunder Bay, P7B 1A2, North Region
Compensation Group: MCP
Salary: \$71,265.00 - \$86,745.00 per annum
Position Status: Restricted
Job Code: APL18 - Personnel Administration AM-18
Schedule: 6
Category: Management and General
Job ID: 12764

Working together to make a difference. Are you ready to have a hand in planning and managing through the building and leadership of teams? If you like to tackle diverse issues, lead by example, and go beyond the norm to promote excellent client service, this might be the opportunity for you!

You will be responsible for managing the pay and benefits function, services, and systems, including working with partners in the development of business processes, standards, and procedures. Your focus will include building a strong team work environment which promotes and fosters the Ontario Shared Services culture, as well as providing leadership, coaching, and day-to-day operational management of Team Leaders and Pay and Benefit Specialists. You will also provide technical expertise to facilitate consistent interpretation, communication, and application of provincial and federal legislation, manage the implementation of customer service strategies, as well as identify, analyze, and monitor issues and trends impacting the pay and benefits function and service delivery based on the unique needs of clients.

Qualifications: knowledge of human resources theories, principles, and techniques, as well as knowledge of payroll and benefits administration; ability to interpret and apply collective agreements and relevant legislation, such as the Public Service of Ontario Act, Crown Employees Collective Bargaining Act, and Employment Standards Act; leadership and management skills to build a strong team environment and manage staff, including providing coaching and mentoring; partnership, interpersonal, and consultative skills to develop and maintain working relationships with clients and to identify and manage customer service issues and concerns; planning and project management skills to participate in the development of strategic and operational plans and business process improvements; analytical and issues management skills.

Prior to the offer of employment, in accordance with the OPS Personnel Screening Checks Policy, the top applicant will be required to undergo personnel screening checks, which includes a police records check.

Posting Date: Friday, November 21, 2008

Closing Date: Friday, December 05, 2008

Applications must be received by the end of the closing date with the Job ID number quoted.

Apply online

or send application to: Northern Recruitment Centre - Ministry of Government Services
159 Cedar Street, Suite 404
Sudbury, Ontario, P3E 6A5
Fax: (705)564-9165

Only applicants selected for interview will be contacted.
OPS Employees are required to quote their WIN EMPLOYEE ID number when applying to positions.

**The Ontario Public Service is an equal opportunity employer.
Accommodation will be provided in accordance with the Ontario Human Rights Code.**