



Job Ad

Ministry: Ministry of Government and Consumer Services
Division: Ontario Shared Services, Payroll Operations Branch
Position Title: TEAM LEAD
Duration: 1 Permanent
Location: 189 Red River Road, 3rd Floor, Suite 301, Thunder Bay, P7B 1A2, North Region
Compensation Group: OPSEU
Salary: \$30.03 - \$34.98 (MplusM) per hour*
Position Status: Restricted
Job Code: 95406 - Clerical Services (BU) CCL14
Schedule: 3
Category: Administrative and Support Services
Job ID: 12763

Bring your pay and benefits expertise and leadership skills to the Ministry of Government Services, Ontario Shared Services` payroll and benefits service centre!

In this exciting role, you will lead a team in the planning and delivery of pay and benefits processing and administration for an assigned client portfolio in a transactional service delivery model. You will be responsible for ensuring adherence to Ontario Shared Services` quality assurance and customer service standards, as well as for providing pay and benefits expertise, guidance and advice for the resolution of a range of routine and non-routine pay and benefits matters. You will also develop internal methods and procedures in support of activities, maintain liaison with key stakeholders and clients, and participate on working groups and committees to provide input to improvements to operational efficiency and unit effectiveness.

Qualifications: demonstrated knowledge and understanding of Ontario Public Service pay and benefits administration, processes, and systems, as well as knowledge of relevant federal and provincial legislation, legislative authorities and collective agreements; organizational skills to coordinate unit work flow and ensure timely completion of transactions and projects; customer service and business relationship skills, as well as communication skills to explain legislation, directives, and procedures; analytical, problem solving, and arithmetic skills; proven initiative and the ability to work independently, as well as in a team; proficiency in specialized payroll and benefits systems, as well as in the use of computer software, including word processing, spreadsheet, and e-mail applications.

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, October 24, 2008
Closing Date: Friday, November 07, 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.**

*Indicates that the salary listed includes the maximum plus merit, in accordance with the OPSEU Collective Agreement.