



Health Association Nova Scotia is a member-based association representing health and community services organizations spanning the entire health continuum in Nova Scotia. Learn more about us at www.healthassociation.ns.ca

Compensation Analyst – Full Time Permanent – Bedford

The Labour Relations and Compensation Analysis department provides labour relations legal services and compensation analysis consulting for Nova Scotia's health authority sector as well as long term care facilities, home care organizations, adult residential centres/regional rehabilitation centres and other health-related agencies.

DUTIES:

Reporting to the Manager, Compensation Design and Analysis, the Compensation Analyst plays an important role by leading the design, development and analysis of a comprehensive database which is used for costing and mandate development for collective bargaining. Work includes assisting with multi-stakeholder projects and develop terms of reference and project plans. The successful candidate must have strong Excel technical skills with the ability to analyze data and other sources of information to prepare reports and recommendations in support of Labour Relations and Compensation activities. The role will also provide support to the overall work of the Compensation team, which includes research; job analysis and job evaluation; conducting salary analysis and surveys; and participating in compensation projects and committees. The ability to manage multiple demands with tight timelines is essential.

QUALIFICATIONS:

The successful candidate will have a related Bachelor's Degree, plus a minimum of two (2) years related experience, or an acceptable combination of education and experience. CPHR, PMP, or CCP designation is an asset. We are looking for a candidate with strong Excel experience and aptitude; strong analytical skills; as well as data management, database development, report writing and compensation related experience. The successful candidate must have a demonstrated ability to work cooperatively and collaboratively to build relationships with clients and stakeholders to understand business needs. Excellent analytical and communication skills, both verbal and written, and demonstrated experience in assisting with projects and participating on teams is required. You will have strong attention to detail allowing for thoroughness and accuracy in accomplishing tasks. Knowledge of and experience with the healthcare sector in Nova Scotia, as well as SAP and/or HAY job evaluation, would be an asset. Travel may be necessary and a valid driver's license is required.

SALARY: We offer a competitive salary and benefit package. We are located in Bedford with free parking.

TO APPLY: Please send cover letter and resume to tina.sanford@healthassociation.ns.ca. Health Association thanks all applicants for their interest; however only those selected for interview will be contacted.

APPLICATION DEADLINE: Thursday January 31, 2019 (midnight)

Please send a Cover Letter and resume to:

Tina Sanford, Manager, Compensation Design and Analysis
Health Association Nova Scotia
2 Dartmouth Rd, Bedford, NS B4A 2K7
tina.sanford@healthassociation.ns.ca
www.healthassociation.ns.ca