



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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Job Board Posting



Careers.Indigenous.Link

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BENEFIT AND RETIREMENT PLANS SPECIALIST

Job ID	23931-2051	
Web Address	https://careers.indigenous.link/viewjob?jobname=23931-2051	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2019-01-14	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Human Resources Services Mission: As valued added service-partners we cultivate human potential and champion an inclusive community by: enabling University strategy; collaborating with our community; delivering service excellence; and empowering learning and growth. The Human Resources Services team supports the delivery of all Human Resources' practices and policies for a diverse and complex post-secondary institution. McMaster University's employee population consists of twenty distinct employee groups, including eleven unionized bargaining units, employing over 13,000 employees annually, and more than two thousand (2000) retirees. Job Summary: Reporting to the Senior Manager, Total Rewards, and working closely with the Program Manager, Benefits and Retirement Plans, the Benefits and Retirement Plans Specialist is responsible for providing professional support for the program aspects of benefits and retirement plans. The Benefits and Retirement Plans Specialist will be engaged in process improvement, with an aim toward service excellence, and will provide robust technical advice to employees and HR Partners. The Benefits and Retirement Plans Specialist will play a key role in the creation and implementation of a communication strategy related to benefit and retirement plan programs and service delivery commitments and is responsible for developing written communications, creating and delivering presentations designed to educate plan members on the benefit and retirement plans, and documenting and preparing for changes in regulations or University practice. In addition, the Benefits and Retirement Plans Specialist will liaise and correspond with HR Partners, plan providers and stakeholders, play a key role in resolution of complex benefit, pension, and Group RRSP issues, complete timely, in-depth reviews of benefit booklet revisions, provide reports and analyses regarding benefit plan utilization and retirement plan statistics, and update and maintain the website. The Benefits and Retirement Plans Specialist is a key contributor to the Total Rewards team and plays an important role in providing advice in benefits programming to facilitate common best practices and positive change while ensuring a coordinated approach to the execution of benefit practices and their communication. This position provides an opportunity to improve the effectiveness of communications and promote better understanding of the University's benefit and retirement plan programs. Accountabilities:

The University has more than 50 individual benefit plans for both active and retired employees, 3 defined benefit plans, and a Group RRSP. In a collaborative and team environment, which embraces the values of trust, accountability, integrity, teamwork and service, the Benefits and Retirement Plans Specialist has the following accountabilities:

Employee and Post-Retirement Benefits and Retirement Plans: Engages in process improvement, with an aim toward service excellence, and will provide robust technical advice to employees and HR Partners. Supports the HR advisors and enables efficiencies in their work by creating, updating and maintaining reliable information and technical documentation, ensuring that the HR Advisors have ready access and understanding of different plan provisions so that the HR advisor can best answer the employee quickly. Provides professional level support in the development, documentation, implementation and ongoing review of communication and administration procedures related to the benefit, Group RRSP and defined benefit pension plans. Monitors the benefits, Group RRSP and pension plans to ensure they are in compliance with the regulatory authorities and the University by maintaining all required policies, contracts, plan texts, and other financial and reporting documents. Provides support to ensure compliance of statutory, contractual and policy requirements surrounding benefit and pension financials. Writes communications and briefing notes concerning all benefits, Group RRSP and pension updates as a result of legislative changes, collective bargaining and policy changes to management, employees, retirees, and supports timely implementation and compliance through effective delivery methods. Plays a key role in the creation and implementation of a communication strategy related to benefit and retirement plan programs and service delivery commitments to the University community. Works collaboratively to provide trusted advice and recommendations to the HRSC on benefit and retirement plan issues. Works with plan providers to resolve complex inquiries regarding benefit coverage and retirement plan questions escalated from the HR Service Centre. Provides support to the Group RRSP Governance Committee and the Hourly Pension Committee and serves as secretary to each of these committees. Provides support to ensure that the Group RRSP is administered in accordance with the Capital Accumulation Plan guidelines on operational aspects including managing the education sessions. Organizes the AGM for the Group RRSP. Builds and facilitates internal relationships with HR Partners. Provides reliable information and prompt service to responds to their questions. Liaises with internal HR partners to provide support in collective bargaining related to benefit and retirement plan updates. Liaises with key external resources and partnerships to ensure high quality service delivery. Liaises with benefit carriers, external consultants, regulatory bodies, and trust company regarding matters related to contracts, plan text, reporting requirements and other administrative issues. Advises benefit carriers of changes to benefit plans and reviews corresponding updates to benefit booklets. Provides support to the development and maintenance of amendments, operational procedures, and templates for all three defined benefits plans and Group RRSP to ensure accurate communication and processing of entitlements to members. Support audits to meet legislative requirements in accordance to the Canada Revenue Agency, Income Tax Act and Service Canada. Participates in the investigation and interpretation of complex pension issues, calculations, adjustments, including decision making surrounding plan interpretation. Reviews, analyzes and updates benefit and retirement plan forms and templates to ensure compliance. Organizes the development and implementation of Total Reward statements. Coordinates the annual production of these statements. Responsible for testing and checking of the statements. Works collaboratively and maintains partnerships with faculties, departments and committees to determine needs, and identify and implement approaches to support strategy and help achieve objectives. Within an established framework, define and implement a consistent communication strategy and service delivery model. This includes: service delivery, communications, pro-active review and update of information. Update and maintain information on the web as it relates to benefits, pensions and the Group RRSP. Ensures that provider services and

sites are effectively leveraged to aid in communication and understanding of benefit plan. Takes a lead role in developing and reviewing program information and related tools. Identifies issues that require systemic change. Works with members of Human Resources and other internal partners. Delivers education and information sessions on benefits and retirement plan programming to educate, guide and support the University community. Uses various communication modes to deliver training to diverse audiences. Information sessions may be given in partnership with others in Human Resources Services. Develops plan to incorporate various technologies that can be used to enhance communications regarding benefits and retirement plans. Analysis and Reporting: Completes a variety of analyses of benefits and retirement plans to support effective planning and strategy design. Uses available tools to track and analyze benefit utilization. Keep abreast of trends and innovative techniques in order to be an effective communicator of benefit and retirement plans. Develops robust metrics to measure effectiveness with a focus on continuous improvement. Produces reports of activities and progress attained. Participates with the Total Rewards group to ensure that all policies, practices and programs are documented, administered, and implemented in accordance with legislative requirements. Through these activities, encourages compliance with the provisions of policy and programs. Qualifications: Education: University degree or the equivalent combination of education and experience CEBS designation is an asset

Experience: A minimum of 3 years' experience in a related role and field.

Knowledge/Skills: Demonstrated knowledge of applicable legislation. Knowledgeable in all aspects of plan administration and actions necessary resulting from policy changes, collective bargaining, legislative changes and regulatory requirements. Strong communication and decision making skills. Strong ability to review benefit and pension information and identify items requiring update or correction. Excellent presentation, facilitation and public speaking skills. Sound knowledge of benefit and retirement plan principles. Experience in the design, delivery and communication of benefit and retirement plans. An appreciation of the University environment, its diversity and an ability to relate well to staff and faculty. High level of competency in qualitative data analysis and management is required. Ability to conduct research and effectively write quantitative and qualitative reports. Demonstrated ability to work collaboratively with other individuals and groups that work in complementary areas and the ability to work independently as well as part of a team. Demonstrated analytical, interpretive and problem solving skills; ability to synthesize information from a wide variety of sources. Broad knowledge of institutional structures, policy, regulations and administrative systems in University or equivalent context. Demonstrated experience developing benefit and retirement plan education materials. Ability to produce detailed and comprehensive reports from a large volume of complex information. Ability to interact with individuals at all levels within the University as well as externally and to deal with all individuals in a manner which facilitates cooperation. High level of experience in social media is considered an asset.

Leadership Effectiveness: McMaster's core leadership capabilities are designed to nurture employee engagement through best people practices. All leaders will demonstrate these Leadership Capabilities by: Taking a Strategic Approach; Communicating and Collaborating; Developing People; Investing in Relationships; Championing Change and Innovation; and Driving Results.

For more information, visit McMaster University for BENEFIT AND RETIREMENT PLANS SPECIALIST