

JOB TITLE	Compensation Specialist
MINISTRY/DEPARTMENT	People & Culture
REPORTS TO	Senior Manager, Compensation and Performance Programs
JOB FAMILY	Professional/Expert
CLASSIFICATION LEVEL	Level 3
DATE CLASSIFIED	December 3, 2025

POSITION SUMMARY

The Compensation Specialist provides advanced expertise and technical leadership in the design, administration, and evaluation of MNBC’s compensation, recognition, and performance programs. The position ensures that pay and reward practices are equitable, competitive, data-informed, and aligned with organizational strategy, compliance requirements, and MNBC’s values.

Working independently and collaboratively with others, the Specialist leverages strong analytical, benchmarking, and technical skills — including advanced Excel and HRIS proficiency (preferably UKG) — to deliver high-quality reports, analyses, insights, and recommendations that support data-driven decisions for MNBC.

LOCATION

- Provincial Head Office – Surrey, BC.

DUTIES & RESPONSIBILITIES

Program Administration & Support

- Administers and maintains MNBC’s salary structures, job evaluation frameworks, and compensation programs to ensure internal equity and external competitiveness.
- Supports annual merit and performance cycles, including data analysis, modeling, and reporting.
- Assists in the design, delivery, and evaluation of employee recognition programs that reinforce MNBC’s values and performance culture.
- Maintains accurate compensation and performance data in UKG or other HRIS systems; ensures data integrity and reporting accuracy.
- Conducts regular pay audits to ensure compliance with approved structures, pay equity, and legislative requirements.
- In partnership with the manager, oversees the job design inbox to triage, respond to, facilitate, and archive classification inquiries and requests in a timely and accurate manner.
- Supports position control and workforce planning management.
- Supports P&C by streamlining and automating HR processes including reviewing workflows, identifying inefficiencies, and implementing system-based solutions.

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Analysis & Benchmarking

- Conducts market analyses and participates in compensation surveys to assess competitiveness.
- Performs detailed data analysis to identify trends, risks, and opportunities; presents findings to support data-driven decision-making.
- Develops complex analytical tools, dashboards, and reports using advanced Excel and HRIS data extracts.
- Provides expert guidance on compensation recommendations for job evaluations, reclassifications, promotions, and salary offers.

Policy, Compliance & Communication

- Supports the development and implementation of compensation, recognition, and performance policies and frameworks.
- Ensures compliance with employment standards, pay equity, and MNBC's internal compensation policies.
- Prepares accessible materials and presentations that communicate compensation principles, processes, and outcomes to employees and leaders.

Collaboration & Technical Guidance

- Partners with HR team and leaders to provide expert advice on compensation, recognition, and performance programs.
- Contributes to organizational initiatives related to job architecture, career frameworks, and performance management design.
- Provides technical guidance or support to colleagues on compensation tools, systems, and best practices.

Other

- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

Direct Reports

- None

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QUALIFICATIONS

- Diploma in Human Resources, Business Administration, Finance, or a related field from a recognized post-secondary institution.
- Minimum four (4) years of progressive, related experience, preferably in compensation, job evaluation, or total rewards.
- Professional designations such as CCP, CPHR, or related credentials are considered assets.
- A combination of relevant experience, education, and training may be considered.
- Demonstrated experience supporting pay-for-performance and employee recognition programs.
- Proven ability to conduct market benchmarking and compensation analyses using survey data and HR systems.
- Advanced proficiency in Microsoft Excel (pivot tables, formulas, modeling, and data visualization).
- Excellent experience working with UKG or another HRIS platform for data analysis and reporting.
- In-depth understanding of compensation principles, job evaluation methodologies, and pay equity legislation.
- Strong analytical and data interpretation skills with the ability to translate complex findings into clear recommendations.
- Excellent communication and presentation skills, with the ability to influence and advise leaders.
- Strong interpersonal skills and commitment to MNBC's values of respect, integrity, innovation, humility, kindness, resilience, and teamwork.
- Ability to manage multiple priorities, meet deadlines, and work independently on advanced technical assignments.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

MNBC VALUES

- **Manâchitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)

JOB DESCRIPTION

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- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.