

Compensation Manager

Position Summary

The Compensation Manager position is a strategic role designed to manage best in class compensation and rewards services to support the University of Virginia. This position is responsible for leading a team assigned to manage and administer the compensation services, which include market analysis, job evaluation, wage and hour and other related compliance. The Manager ensures the provision of best in class compensation-related services to support the University of Virginia's Academic / Administration Divisions or Health System. This position is responsible for developing the compensation program and plan design, overseeing implementation and ongoing administration. The incumbent will report to the Senior Director, HR Total Rewards and lead a team of compensation professionals.

Responsibilities and Duties

- Stay current with relevant industry trends, participate in best practice discussions with national peer groups, and position UVA as a leader in compensation practices. Relates applicable best practices back to team
- Interact and develop key relationships with customer leaders and schools, units, and organizations within assigned service area to understand market forces and business needs
- Administer the University's compensation plans
- Oversees systematic audits and maintain knowledge of labor, wage and hour regulations, including but not limited to FLSA and fair pay dictates
- Provide inputs for the compensation framework within the HR technology solution and oversees participation in surveys or other data collection or aggregation activities. Analyze competitiveness of pay through a variety of methods such as the use of third party surveys.
- Oversees the gathering of data in response to external market surveys, responses to surveys and summaries of outputs
- Oversees the development of job profiles and compensation structures
- Coordinate closely with HR technology for required system changes
- Understand employee turnover trends and possible causal compensation connections
- Assist as requested with compensation-related issues affecting organizational redesigns
- Model and encourage cross team collaboration
- Evaluate assigned customer satisfaction and manage relationships with business partners
- Develop and manage a diverse team
- Collaborate directly with the Senior Directors of Service and HR Business Partners to address school/unit concerns.

Functional Area Outcomes

- Provide transparent, compliant and clearly articulated compensation philosophy and governance
- Market competitive salary structures and practices
- Deliver leadership education and guidance on pay practices
- Prepare consistent classification and titling of positions
- Ensure internal equity and external pay competitiveness practices

Knowledge, Skills and Abilities

- Establish credibility and influence key stakeholders
- Demonstrate exceptional customer service and the ability to navigate complex customer related situations
- Manage, plan effectively and maximize results to meet both short and long range goals and objectives
- Demonstrate excellent communication and presentation skills
- Organize and pay attention to detail
- Analyze and solve problems to thoughtfully and tactfully navigate barriers to progress
- Encourage idea generation and develop people
- Lead and manage projects simultaneously while working under pressure to meet deadlines
- Work effectively with diverse stakeholders within a complex organization
- Demonstrate strong organizational skills and attention to detail
- Demonstrate strong and innovative problem solving and analytical skills to thoughtfully and tactfully navigate barriers to progress

Required and Preferred Qualifications

Required Experience: 5 years of relevant experience

Preferred Experience: Experience working in higher education. Management experience

Required Education: Bachelor's degree

Preferred Certifications: PHR, SHRM-CP, SHRM-SCP, SPHR, or an equivalent professional qualification

Required Computer Applications: MS Office and HR systems