

Job Posting

Job ID: 36232
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level C
Business Title: Subject Matter Expert, HCM
VP/Faculty: VP Finance and Operations
Department: Integrated Renewal Prgm Team
Salary Range: \$75,507.00 (minimum) - \$94,385.00 (midpoint) - \$117,980.00 (maximum)
Full/Part Time: Full-Time
Desired Start Date: 01/03/2020
Job End Date: 12/31/2020
Funding Type: Budget Funded
Closing Date: 01/09/2020 **Available Openings:** 4

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Guiding principle: "Midpoint" of the hiring salary range means the individual possesses full job knowledge, qualifications and experience.

The HCM team is looking for Subject Matter Experts with specific experience in the following categories: Academic, Recruitment and Onboarding, Benefits and HCM Core.

Secondments will be considered with mutual agreement between the home unit and the Integrated Renewal Program

Job Summary

UBC is embarking on a multi-year journey to transform our Finance, Human Resources and Student administrative processes and system environments, in support of UBC's new Strategic Plan (www.strategicplan.ubc.ca).

The Integrated Renewal Program is a business process transformation and system implementation program that will leverage the industry-leading cloud enterprise solution Workday to replace our current core administrative systems with a new integrated, user friendly, mobile-enabled platform. For more information on the IRP, please visit www.integrated-renewal.ubc.ca

Reporting to the Business Lead, the SME positions will play a key role to advise on the design, configure, prototype, testing and deploying the new technology from the current business processes to the future state for faculty, staff and students in the following categories: Academic, Recruitment and Onboarding, Benefits and HCM Core.

This position will work in collaboration with the Integrated Renewal Program team members and business owner(s) to ensure the successful development and implementation of business processes in their area of expertise. This position will ensure alignment with collective agreements, association agreements, employee handbooks, legislative requirements as well as university policies and procedures.

The overall responsibility of the Subject Matter Expert is to bring his/her human resources' acumen

and expertise to support the long term strategic goals of Human Resources and the University, with the goal of creating an engaged, cohesive, integrated employee experience for all users and making the related processes easy and efficient for the faculty and staff.

Organizational Status

This position is accountable to the Business Lead to support transformative decisions affecting the processes and procedures for HR at UBC. Works closely with their team lead, other IRP teams, and other stakeholders, including management and staff of HR Services, clients from administrative and academic units

Work Performed

- Is accountable for providing subject matter expertise to the testing and validation of future-state HR business processes using Workday methodology and aligning to UBC's HR strategy
- Is accountable for providing subject matter expertise to the testing and validation of future-state HR business processes which may include; organizational charts, employee benefits, employee information & employee records, employee movement (hires, transfers, tenure & promotions, appointments, sessionals, departures) for faculty and staff, and position management using Workday methodology and aligning to UBC's HR strategy
- Evaluates impact of the new or updated processes and flags any risks for mitigation
- Makes recommendations to ensure the deliverables have a holistic view and alignment to the Integrated Program goals
- Identifies challenges and makes recommendations having a functional impact, including those issues that may affect profile within the university community
- Communicates effectively and accurately relevant project information to the Business Lead, Director of Transformation, Human Resources and/or the Project Manager
- Assists in the planning framework which establishes requirements for the alignment of business strategy and IT.
- Provides recommendations on action plan to local senior leadership and implement programs which cultivate a positive and engaged workforce
- Work proactively as a change agent with business unit leaders to identify challenges and recommend solutions to key issues
- Assesses and identifies the interrelationship between the different HR recruitment process areas

Supervision Received

Reports to the Business Lead

Supervision Given

N/A

Consequence of Error/Judgement

The Integrated Renewal Program will transform the way we interact and work on all aspects of the full scope of the employee life-cycle and HR systems with the goal of making it easy and efficient for the faculty and staff and creating a cohesive, integrated experience for all users. This project will touch the whole organization (over 50,000 faculty, staff and students) and thus has a high consequence of error with a negative impact to the whole organization.

This position plays an important subject matter expert role to support the successful implementation, adoption and sustainment of the new system. Failure to effectively perform in this role would compromise the successful implementation of the new systems, which would negatively impact the University to achieve its strategic goals and vision.

Qualifications

Undergraduate degree in a relevant discipline. Minimum of five to seven years of related experience or the equivalent combination of education and experience. - Understanding of UBC HR business processes required.

- Good problem solving, planning and implementation skills.
- Ability to hold an enterprise-wide view of the business.
- Must have capacity to manage processes and capabilities, technologies, and governance.
- Understanding of change management concepts and commitment to delivering results in a collaborative and collegial environment.
- Exceptional communication skills which allows for effective communication at all levels of the organization.
- Ability to act as liaison effectively conveying information between the business unit, faculties, and functional areas.
- Good judgment and decision-making skills.
- Ability to develop creative solutions to complex issues.

- Ability to engage, inspire, influence, and motivate all levels of personnel.
- Capacity to work effectively at all levels of an organization with the ability to influence others to move toward consensus when required.
- Must be a team player.
- Ability to work under pressure to meet deadlines.

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.

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Source:

“Job ID 36232 Subject Matter Expert, HCM.” UBC Careers - Staff Job Postings, 11 Dec. 2019, <http://staffcareers.ubc.ca/36232>.