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## **POSTING No. CEU-22003**

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### **BILINGUAL ADMINISTRATIVE OFFICER (PENSION) HUMAN RESOURCES DEPARTMENT**

Individuals interested are invited to apply for the bilingual position of Administrative Officer (Pension) to work within the Human Resources Department at CUPE'S National Office in Ottawa, Ontario.

#### **PURPOSE OF POSITION**

Under the direction of the Managing Director, Human Resources, the Administrative Officer, Pension oversees, manages, and administers the CUPE Employees' Pension Plan (the Plan), oversees all financial activities of the Plan and is the primary resource for the Joint Board of Trustees (JBT) that governs the plan. The Administrative Officer leads the Pension team to provide high quality pension administration services and to ensure pension practices are in line with best practices and comply with all relevant legislative and regulatory requirements.

The Administrative Officer, Pension, represents the Administrative Agent appointed by the Joint Board of Trustees for the purpose of administering the Plan, and is responsible for all services provided to the JBT, as stipulated under the Cost Sharing Agreement between CUPE and the Unions.

#### **SUMMARY OF DUTIES**

- Coordinate and supervise the effective operation of the Pension unit, including the Recording Secretary to the JBT; lead a team of administrative staff and provide coaching, training and guidance to ensure performance expectations are met.
- Provide accurate and timely administration of all pension activities related to pension benefit calculations and information in accordance with the Plan's provisions and policies and procedures, ensuring compliance with all relevant legislation and regulation. Prepare and review reports on the administration and operation of the Plan.
- Administer the National Officers Plan, which is not a registered plan.

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**MARK HANCOCK**

National President/Président national

**CANDACE RENNICK**

National Secretary-Treasurer/Secrétaire-trésorière nationale

**PATRICK GLOUTNEY, FRED HAHN, JUDY HENLEY, SHERRY HILLIER, LEE-ANN KALEN**

General Vice-Presidents/Vice-présidences générales

- Oversee and review all activities relating to the financial and membership data for the Plan including reporting and reconciliations to ensure accuracy. Prepare all of the documentation and data required for actuarial valuations and the annual audit of the Plan. Work with the auditors to provide support and assistance throughout the annual audit. Ensure the accurate and timely processing of the annual year-end and employee/retiree/deferred statements.
- Oversee and review the completion of the various regulatory filings and all other required filings, compile ad hoc reports, ensuring all required information is gathered and accurate.
- Authorize all payments of professional fees and administrative expenses as detailed in the service agreements for service providers, including the review of all Trustees' expenses. Manage the Request for Proposal (RFP) processes for external service providers, draft or assist with the preparation of the RFP, and manage the transition to the new provider, if necessary.
- Act as internal subject matter expert on all matters relating to the Plan. Provide explanations to employees on pension matters, explain their options, as well as provide them with resources and information. Respond to complex pension queries from Plan members with supporting help from the Plan actuaries and lawyers as required.
- Oversee and assist in the coordination of pre-retirement seminars and attend the seminars to respond to questions regarding the Plan.
- Develop and prepare draft communication materials for Plan members and participating locals on Plan changes and oversee all electronic and paper mailings to Plan members. Oversee communications materials for Plan members, such as the Plan member booklet, Plan administrative forms, the Plan website, etc.
- Assist and provide support to the Chair and Vice-Chair of the JBT and to the JBT sub-committees, and to the Recording Secretary of the JBT with the tasks and activities of the Board, as needed. Prepare and review agendas and reports for the JBT and sub-committee meetings. Attend all JBT meetings and the various meetings of the sub-committees of the Board where required. Ensure the smooth operation of the JBT itself and of all its meetings.
- Work with the system service provider on all pension-related issues and upgrades for the pension module in the HRIS (Avanti).
- Ensure the effective flow of documentation for all pension-related events.
- Perform other projects as assigned.

## **QUALIFICATIONS**

- Minimum of 5 years of recent and related experience in defined benefit pension administration, preferably in a unionized environment; managing a team of pension specialists;
- University degree, preferably in business administration or finance/accounting, with a focus on management, human resources or employee benefits;
- CEBS designation is an asset;
- Actuarial or accounting qualifications or experience would be considered a strong asset;
- A professional human resources designation, such as CHRP or CHRA, could also be considered be an asset;
- Above average oral and written communication skills in both official languages.

The incumbent will also possess:

- General knowledge of the workings and regulations relating to defined benefit pension plans;
- Very good knowledge and understanding of actuarial valuations;
- Very good knowledge of pension governance;
- In-depth knowledge and understanding in all areas of pension administration, including legislation in all provincial jurisdictions, and the Income Tax Act (as it pertains to pensions);
- Knowledge of human resources principles, practices and governing legislation and regulations;
- Strong knowledge of audit, actuarial and accounting principles and practices;
- Strong knowledge of Investment principles and practices;
- Strong grasp of internal controls and risk management;
- Sound knowledge of contracts and reciprocal transfer agreements;
- Familiarity with collective agreements;
- General knowledge of administrative policies and procedures;
- Sound records and information management skills;
- Knowledge of human resources software applications (Avanti an asset);
- Solid experience in Microsoft Office applications; Advanced skills in Excel; SharePoint;
- Familiarity with web-based tools and applications, including modern pension software;
- Demonstrated ability to learn new software quickly;
- Demonstrated ability to interpret contracts, manuals, or policies;
- Excellent mathematical skills;
- Experience in process excellence and continuous improvement, with an eye to efficiencies.

**CONDITIONS OF EMPLOYMENT** as set out in the collective agreement between CUPE and the Confidential Employees Union.

**WEEKLY SALARY RANGE:** \$2,185.62 to \$2,254.81 (plus 7% bilingual bonus)

Persons interested should send their application and updated résumé to the Human Resources Department at [hr@cupe.ca](mailto:hr@cupe.ca), no later than **May 13, 2022**.

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As part of its commitment to Employment Equity, CUPE encourages applications from qualified members of the five designated groups: women, Indigenous peoples, persons with disabilities, racialized people and 2SLGBTQ+ people. Accommodations are available on request for candidates taking part in all aspects of the selection process.