

SPECIALIST, HR SYSTEMS & REPORTING

Torys is a highly respected international business law firm with offices in Toronto, New York, Calgary, Montréal and Halifax. We work together to offer seamless cross-border services to our clients all over the world.

As a Torys employee, you will enjoy both an exciting, fast-paced work environment and a supportive, collegial and team-based culture. Our positions are best suited to individuals who take pride and ownership in their work and demonstrate exceptional client service in everything they do. At Torys, we take pride in our ability to attract and retain individuals who excel in their respective fields. We do this by providing stimulating work and learning and development opportunities, as well as a competitive compensation and benefits package.

POSITION OVERVIEW

Reporting to the Senior Manager, Human Resources Services, the Specialist, HR Systems & Reporting is responsible for the day to day delivery and operations of all routine and complex HR systems and reporting.

KEY ACCOUNTABILITIES

- **Systems Oversight:** Acts as a key point of contact for internal stakeholders to provide HR systems and technology support to meet the needs of end users; maintains knowledge and familiarity with HR systems and databases; manages daily operations and transactions to ensure technical solutions are operating as expected; troubleshoots complex system issues; manages routine system upgrades and updates systems documentation.
- **Process Mapping:** Under the direction of the Sr. Manager, HR Services designs process maps of key procedures to ensure technology solutions are fully leveraged and to support transactions in the employee lifecycle; partners with stakeholders to support interdependent processes to ensure seamless operations; creates test scenarios to ensure all processes work according to predetermined goals.
- **Reporting & Analytics:** Collaborates with internal stakeholders to determine requirements for reporting and analytics; leverages data in HRIS and other HR and Finance systems to develop and deliver standardized and complex reports (e.g. headcount reports, overtime, pto, turnover, etc.); reports generally include analysis; works with vendors to develop new reports/reporting packages as required.
- **Data Integrity:** Maintains accuracy of employee-related data in HRIS (Ultipro) as the 'system of record'; oversees data transfers from/to other firm and external systems; identifies opportunities to integrate data from/to other systems in a way that maintains data integrity and minimizes duplicate entries
- **Needs Analysis:** Partners with stakeholders to understand their business requirements to support key business processes (performance management, compensation); translates business needs into technical requirements, and liaises with IS and external vendors as required to ensure quality and timely solutions are delivered
- **Vendor Engagement:** Under the direction of Sr. Manager, HR Services and/or Sr. Manager, HR, acts as the point of contact to communicate business requirements of programs and processes, requests consulting and functional support resources; oversees development and delivery of customized solutions; participates in vendor meetings
- **Team Support:** Provides hands-on support, guidance, and training to stakeholders as they interface with various HR systems and technology in the course of performing their roles; investigates and resolves any issues
- **Project Support:** Participates in projects for any HR system or technology implementation; identifies, tracks, monitors and communicates on project-related issues, scope changes, variances and

contingencies that occur during the course of these projects; participates in firm wide projects where HR data and/or system integration is required.

ATTRIBUTES & EXPERIENCE

- Post-secondary degree or diploma in Computer Science, Information Systems, Human Resources, or a related field
- 3-4 years of progressive experience in process/systems roles within an HR environment
- Experience in manipulating various data points to create reports in an HR environment
- Broad knowledge of HR systems and processes
- Keeps current with emerging HR systems and technology
- Working knowledge of HRIS; experience with Ultipro (desirable)
- Flexible and self-motivated working style with strong personal ownership for quality of work
- Experience working in a client service-focused environment, ideally in a professional services firm
- Ability to think creatively, and deliver in pragmatic ways
- Ability to map processes and transactions that are efficient and user intuitive
- Excellent communication skills - verbal and written
- Strong teamwork and collaborative skills
- Proficient in MS Office product suite
- Strong project coordination skills

HOW TO APPLY:

Please address your resume and cover letter, stating your salary expectations to Firm Admin Recruiting (firmadminrecruiting@torys.com)

We thank all applicants for their interest in Torys LLP; however only candidates selected for an interview will be contacted

We foster an inclusive and accessible environment and are committed to providing support to applicants and firm members with disabilities. If you require accommodation at any time during the recruitment process, please contact Jenny Tavares, Senior Manager, Human Resources.