

**Payroll Implementation Specialist - Ceridian Dayforce
(Process Review and Software Implementation)
6 - 9 Month Contract Position
Posting No. 201804**

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

The Town of Halton Hills has an exciting opportunity for someone who would like to play a key role in the implementation of a new payroll system that will improve operations and customer service. Reporting to the Manager of Human Resources and working closely with our Pension and Payroll Specialist, this contract position will lead the Town through the transition and implementation of a new payroll system, Ceridian Dayforce, which includes Pay, Benefits and Time modules.

Accountabilities:

- Analyse current processes and identify changes that can improve our ability to provide accurate and timely processing and reporting of time and attendance and payroll data
- Act as liaison with the vendor implementation team to ensure project implementation proceeds as per agreed-to timelines and solutions are found that address our payroll and customer service requirements
- Conduct the proper change management activities (people, process and technology) as changes to current processes and technology are made
- Establish a communications strategy in cooperation with the Manager of Human Resources and Pension and Payroll Specialist to keep key stakeholders informed during implementation as well as general information for all staff
- Work with key personnel in each department to get an understanding of how the new system will impact their work and develop any change management activities as necessary
- Work with internal Accounting and Information Services personnel as needed during implementation
- Track status and activities and issue reports during implementation to the Manager of Human Resources for reporting to Senior Management
- Work with the Pension and Payroll Specialist to manage the complete project plan including project oversight, reporting and change management on behalf of the Town
- Coordinate and conduct stakeholder meetings for business process review and to ensure a thorough understanding of their business needs
- Liaise with the vendor and dedicated staff from Information Services for data migration, accuracy and integrity
- Maintain regular communications with stakeholders
- Establish, implement and follow a formal change management program
- Identify critical success factors for change and ensure they are regularly measured, reported and any issues are resolved throughout implementation

You possess:

- University degree or community college diploma in business management or similar
- Minimum 3 years' experience in business analysis and change management, and strong financial management.
- Project Management Professional certification (PMP) is considered an asset.
- Knowledge/experience in payroll software, products, and applications including functionality, specific knowledge of Ceridian Dayforce would be considered an asset
- Detail oriented with excellent organizational, decision-making and problem solving skills
- Excellent written, verbal and presentation skills
- Experience in implementing, coordinating, testing and documenting in all phases of project management
- High energy and a positive outlook, ability to keep things moving despite potential challenges and obstacles
- Demonstrated ability to coordinate between vendor and user stakeholders
- Strong communication, relationship and stakeholder engagement skills
- Persuasive and with the ability to motivate others without direct authority; expertise in team building
- A valid Ontario Driver's License and access to a personal vehicle to occasionally travel to offsite locations to meet with stakeholders at Town facilities.

Compensation: The rate for this contract position (35 hours per week) is \$41.70 - \$49.65 per hour.

Application: Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., February 16, 2018. Please quote Posting No. 201804 on your cover letter. Please apply using only **one** method of application below.

Mail:

Attn: Human Resources
Town of Halton Hills
1 Halton Hills Drive
Halton Hills, ON L7G 5G2
Posting No. 201804

Email: humanresources@haltonhills.ca (preferred)

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Manager of Human Resources.

1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2