



## POSITION DESCRIPTION

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**POSITION:** Talent Acquisition Specialist

**DEPARTMENT:** People Relations

**DATE CREATED:** September 12, 2022

**DIVISION/FACULTY:** Human Resources

**DATE REVISED:**

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### ORGANIZATIONAL STRUCTURE

This role reports to the Manager, Talent Acquisition & Recruitment Services.

### PRIMARY FUNCTION

Reporting to the Manager, Talent Acquisition & Recruitment Services, the Talent Acquisition Specialist is responsible for leading and executing the full-cycle recruitment process. This role partners with Hiring Managers, HR Business Partners and search committees to identify hiring needs and search requirements, develop recruitment strategies, conduct proactive candidate searches, conduct and manage interview processes, as well as ensure a positive candidate experience.

The Talent Acquisition Specialist is also responsible for providing training, advice, and guidance to hiring managers on all hiring processes including faculty and support staff hiring as per the provisions set out in the applicable Collective Agreements. In addition, the Talent Acquisition Specialist participates and may lead some talent acquisition projects and initiatives.

### KEY RESPONSIBILITIES

1. Leads the full-cycle recruitment process to source a diverse range of quality candidates for key roles in the organization by leveraging technology, including the Applicant Tracking System (ATS) and social/online media. Supports hiring managers with the hiring processes which includes sourcing, screening resumes, interviews and assessments, referencing, and offers.
2. Leads search committees through policy based recruitment processes of key leadership roles by managing the end to end recruitment process, providing recommendations on candidates to the search committee chair and supporting and leading all discussions up to and including the offer. Brings forward recommendations to reduce potential bias in the recruitment process.
3. Sources and screens candidates through social media, community events, job fairs and various other outreach mediums.
4. Provides coaching and training to hiring managers and search committee members on hiring best practices and other recruitment related topics.
5. Provides expertise on the development of interview questions utilizing various behavioural, situational and competency based questions, as appropriate.

6. Participates in interviews as required by internal process and/or Collective Agreement language.
7. Promotes the KPU brand through the use of social media and networking opportunities as well as through relationship building with current and future potential candidates.
8. Researches, recommends and evaluates advertising strategies with a view towards new and creative avenues that maximize exposure of KPU's website and employer branding.
9. Maintains an effective network from academic institutions, professional associations and other organizations and maintains an up-to-date directory of eligible candidates through frequent contact and notifications of positions. Utilizes technology (social media and ATS) to source and manage candidate pipelines.
10. Utilizes the ATS to develop and track talent acquisition metrics and provides data and reports on a regular basis. Monitors and evaluates effectiveness of programs, and makes adjustments as needed.
11. Provides advice, guidance and recommendations to hiring managers on a variety of recruitment queries related to Collective Agreement interpretations, conditions of employment, and policies and processes. Refers matters of a complex nature to the relevant Centres of Excellence.
12. Supports the Manager, Talent Acquisition & Recruitment Services in contributing to the continuous improvement of recruitment practices and resources which encompass the principles of equity, diversity, inclusion and decolonization by supporting projects and initiatives as well as reviewing and updating recruitment related procedures, policies, resources, training and materials.
13. Compiles and maintains recruitment and selection policies and procedures; recommends revisions to standardize templates related to recruitment and selection administration to ensure compliance with Collective Agreements, terms and conditions of employment policies, and legislative requirements.
14. Responds to end-user inquiries related to KPU's ATS; recommends enhancements to the ATS to improve user experience.
15. Provides analysis and recommendations on the effective design, implementation and communication of recruitment and selection methods
16. Attends career fairs and other community events representing the University as an employer of choice.
17. Contributes to and promotes a safe, respectful and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.
18. Establishes a high personal standard of service and performance by actively participating in other duties as assigned.

## **EDUCATION & EXPERIENCE**

- Bachelor's Degree in Business Administration or related field of study.
- A minimum of three years' related experience, preferably within a unionized environment.
- Experience recruiting within Public Sector, Post-Secondary, complex multi-union sector is an asset.
- Computer literacy with word processing, spreadsheet, and database programs, (MS Word, Excel, Access) as well as experience with Applicant Tracking Systems and video recruiting
- Or an equivalent combination of education and experience.

## **QUALIFICATIONS**

- Demonstrated full cycle recruitment experience working in a high-volume environment.
- Demonstrated people first approach with exceptional customer service skills.
- Demonstrated experience and/or understanding of supporting recruitment practices which encompass equity, diversity, inclusion and decolonization principles
- Extensive experience using ATS Systems, LinkedIn Recruiter, recruitment search methods, and social media.
- Solid ability to effectively manage time and prioritize between several different searches at various stages simultaneously.
- Excellent communication skills (verbal and written) and the ability to interact clearly and confidently with internal and external key parties and the public.
- Demonstrated ability to deal with people at all levels of the organization.
- Experience handling HR processes and issues related to recruiting and onboarding.
- Proven organization and time management skills, a high attention to detail as well as strong critical thinking and problem-solving skills.
- Proven ability to adapt to changes in the work environment, manage competing demands and to deal with change, delays or unexpected events, keeping constant sight of the overall objectives.
- Experience presenting information in a concise, clear and meaningful manner to individuals and small groups.
- Demonstrated ability to work independently, take initiative and overcome obstacles.
- Proven ability to recognize and maintain highest levels of confidentiality.
- Ability to maintain poise and professionalism in all types of situations.
- Intercampus travel is required, possession of a valid driver's license and access to a vehicle is preferred.