

TALENT ACQUISITION SPECIALIST

Take the next step in your career in talent acquisition!

Under the leadership of the Talent Acquisition Manager, expand your three to five years experience in high-volume in-house recruiting, ideally in the private sector, and contribute to Community Living Toronto's strategic HR transformation.

GENERAL RESPONSIBILITIES

- Working within the Talent Acquisition Strategy, and reporting to the Talent Acquisition Manager, manage both internal and external relationships with the Talent Acquisition team.
- Initiate and manage end-to-end recruitment for both internal and external hires with a focus on collaboratively contributing to building the Talent Acquisition brand within Community Living Toronto.
- Learn Community Living Toronto's "business" and the factors needed for its success in a changing and evolving environment.
- Support Community Living Toronto in meeting its strategic goals and objectives through the implementation and enhancement of existing practices and implementing new processes and procedures that reflect best practices.
- Implement the Talent Acquisition strategies, programs and processes in order to enable Community Living Toronto's strategic objectives of sourcing, attracting, recruiting, and selecting the most qualified people.
- Effectively engage Hiring Managers across Community Living Toronto to understand and respond to their unique hiring requirements.

Additional Responsibilities + Duties

- Participate in the development and delivery of management training to support and maximize the effectiveness of Talent Acquisition at Community Living Toronto:
 - Build awareness, know-how, and capability of Hiring Managers by assisting in teaching them the hiring method;
 - When necessary, work within the requirements of the Collective Bargaining Agreements and provide input and support to the Hiring Managers;
 - Take on special projects that enhance processes, systems, and capability;
 - As required, conduct timely and thorough exit interviews with relevant employee groups to ascertain exit reasons to support employee engagement and retention.
- Contribute to and support the ongoing performance and growth of Talent Acquisition and HR team members.
- Contribute to benchmarking Talent Acquisition through key success measures such as time-to-fill, candidate experience, and Hiring Manager satisfaction.
- Review of the onboarding process and making recommendations to update or revise procedures to create efficiencies and improve new employee integration within Community Living Toronto.
- Support and participate in effective change management practices with Talent Acquisition, HR, and across Community Living Toronto.
- Work collaboratively with all HR team members.

Recruiting, Branding, and Employment Marketing Recruiting

Responsibility for the full life cycle of talent acquisition including sourcing, attraction, screening, interviewing, and providing hiring recommendations.

Engage both proven and new and innovative talent sourcing methods to source top-notch candidates and develop a future pipeline including, but not limited to: networking, career fairs, agencies, and campus recruitment:

- Screen, interview and present top candidates to the Hiring Manager for interviews;
- Ensure a robust talent pipeline within the Applicant Tracking System, updating the system with all candidate activity, accurately and timely to support sourcing, selection, reporting, and talent planning.

Maximize the efficiency and value delivered by Talent Acquisition through all systems, processes, and technology.

Together with the Talent Acquisition Manager, assist in providing strategic direction and guidance on Talent Acquisition processes and activities by consulting with Hiring Managers and providing value-added talent acquisition services including sourcing strategies, job posting tactics, interpretation of candidate assessments, interviewing best practices, and in consultation with the Total Rewards Manager, define suitable compensation recommendations.

Manage communication with candidates and the Hiring Manager:

- Present offers of employment and collect all new-hire documentation
- Ensure prompt mandatory employment clearance: Vulnerable Sector Screen, Medical Clearance
- Process reference checks, employment verification and education/credential verification
- Onboarding

Provide constructive feedback and recommendations to Hiring Managers and candidates to ensure that the most qualified talent is selected for a given role.

Assist in the development of, and utilization of, behavioural-based interview guides, including competency-based assessment questions; oversee the use of formal assessment tools to evaluate candidate skills.

Maximize the efficiency and timeliness of the recruitment process while demonstrating the highest level of quality.

Participate in the development of, and effectively utilize tools and systems for, applicant tracking and ensure that recruitment practices are in compliance with relevant collective agreements, government standards and legislation.

Utilize social media and various marketing tools to attract the best candidates.

Branding and Employment Marketing

Working within the Talent Acquisition Strategy, actively support the Talent Acquisition Team in collaboratively developing the employment brand and lead employment marketing initiatives, branding, campaigns, and internal referral programs.

Create partnerships with post-secondary institutions, engage in community partnerships for specialized programs, while leveraging and promoting the Community Living Toronto brand.

Understand Community Living Toronto's vision, values, and mission and connect and promote that purpose with the programmes available in schools to create sources for talent to staff joint Community Living Toronto/Developmental Services Sector projects.

Act as the "Brand Ambassador" and attend both in-person and virtual career fairs as a representative of Community Living Toronto's Talent Acquisition team.

Manage end-to-end recruitment for both internal and external hires with a focus on building the Talent Acquisition brand within Community Living Toronto.

Technology, Data Management, and Analysis

Accountability for collecting and assisting in the reporting of standard metrics for the Talent Acquisition team to be used to identify trends and opportunities for improvement.

Other

Other related duties and assignments as assigned.

REQUIREMENTS

Education/Knowledge:

- A Bachelor Degree with a specialization in Human Resources.
- A strong understanding of current and upcoming trends in campus recruitment tactics in order to create a pipeline of talent for the association.

Experience:

- Three (3) to five (5) years of experience in high volume end-to-end recruitment and talent acquisition.
- Focus on building key partnerships and sourcing talent from various sources, including, social media sites and post-secondary institutions.

Technical Skills:

- Microsoft Office Software programs, including SharePoint, Word, Excel, PowerPoint
- Ability to translate data into meaningful metrics
- Experience working with, and an understanding of, Applicant Tracking Systems and Social Networking tools.

Key Competencies:

- Interpersonal skills to effectively resolve conflicts and build and maintain critical relationships within the association, with community partners and post-secondary institutions.
- Strategic and critical thinking in order to make larger connections between the association's strategies and potential sourcing methods.
- Effective communications, both verbal and written, as well as via video or other virtual methodologies, in order to exchange information, answer questions about the association and assess candidate potential.
- Ability to engage with all levels of stakeholders from candidate to senior leadership.
- Ability to make decisions within clear guidelines.
- Analytical thinking in order to process and interpret data and metrics.
- Attention to detail.

Other Requirements:

- Ability to adhere to strict confidentiality regarding files, documents and information.

WORKING HOURS & WORK ENVIRONMENT

- Location – 20 Spadina Road, Toronto, but required to travel locally.
- Monday to Friday, standard office hours; occasional extended hours and travel to career fairs and campuses.
- Moderate to fast-paced office environment with tight deadlines and multiple contacts.
- Extensive computer and telephone use.

To be considered in complete confidence, please forward a current resume to:

Maureen O'Reilly

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