

## Job Description

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<b>Job Title:</b>	Manager, Talent Acquisition
<b>Department:</b>	Human Resources
<b>Reports To:</b>	Director, HR Client Services
<b>Jobs Reporting:</b>	Talent Acquisition Specialists
<b>Salary Grade:</b>	USG 12
<b>Effective Date:</b>	May 2021

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### **Primary Purpose**

The Manager, Talent Acquisition is accountable for providing customer focused, comprehensive Talent Acquisition advice and support to all client groups in line with organizational policies, procedures, and legislative requirements and in partnership with the HR Client Services teams.

### **Key Accountabilities**

#### **Ensures the Effective Utilization, Deployment and Development of People and Capital Resources**

- Deploys and manages the Talent Acquisition team to ensure timely delivery of HR Goals
- Coaches, trains, and develops employees in Talent Acquisition to assure growth and development of those individuals
- Conducts Annual Performance Plans with direct reports, and ensures adherence to Annual Performance Planning and Review process within the department
- Promotes team spirit, cohesiveness, motivation and commitment to customer focused service and continuous quality improvement

#### **Oversees the end to end Recruitment Process Ensuring Best Practices are in Place to Maximize the Talent Pipeline**

- Leads the research and development of a best-in-class Talent Acquisition Strategy to meet the needs of the University
- Assesses and enhance the selection process to ensure best candidate selection and minimize talent pipeline interruption
- Educates our on-campus partners (HR Staff, line management, etc.) on standardized recruitment methodology
- Leads the sourcing process to support the University Strategic Plan
- Researches and keeps abreast of industry best practices, monitor the strategies, and develop innovative ideas to distinguish the University of Waterloo from its competition
- Participates in the development of a retention strategy
- Develops sustainable talent acquisition hiring plans and strategies, and coordinates recruitment agencies, if required

<p><b>Ensures the Recruitment Brand is Delivering Appropriate Results</b></p> <ul style="list-style-type: none"> <li>• Develops both a marketing and communication strategy plan to support the Talent Acquisition Strategy</li> <li>• Develops, evaluates, and continually measures the effectiveness of the recruitment brand (paper, website, etc.)</li> <li>• Develops and maintains metrics that measure successful placement of candidates, staff turnover, time to fill and other trends</li> <li>• Develops recommendations to promote the University of Waterloo as an Employer of Choice</li> </ul>
<p><b>Provide Customer Focused Advice and Support</b></p> <ul style="list-style-type: none"> <li>• Provides client support in the areas of talent acquisition, talent sourcing, advertising, and social media recruitment</li> <li>• Liaises as a single point of contact for both the Managers and Staff across campus</li> <li>• Develops and maintains partnerships that assist with the promotion and development of HR Services</li> <li>• Proactively manages all stakeholder relationships</li> <li>• Implements University wide strategic talent acquisition initiatives and makes recommendations for ongoing improvement</li> <li>• Delivers timely, clear communication on Talent Acquisition initiatives, news, and updates to client groups</li> </ul>
<p><b>Represents the University of Waterloo on Talent Acquisition Matters</b></p> <ul style="list-style-type: none"> <li>• Liaises externally with professional, community organizations, and agencies</li> <li>• Promotes the recruitment brand of the university of Waterloo at external events and networking functions</li> <li>• Anticipates, develops strategies, and exercises due diligence to promote and foster fair recruitment practices</li> <li>• Develops effective working relationships with client groups, senior management and within the HR Team</li> </ul>
<p><b>Advises on talent management practices from the lens of Diversity, Equity, and Inclusion</b></p> <ul style="list-style-type: none"> <li>• Participates in the design and implementation of employment equity initiatives to ensure the effective management of programs and services that are aligned with the organization's mandate and overall objectives, and responsive to the current and emerging equitable recruitment needs</li> <li>• Participates in the implementation of the HR Employment Equity Plan to ensure that the organization of staff and leaders feel a sense of inclusion and belonging</li> <li>• Acts as the subject matter expert in creating training and awareness, in collaboration with the Equity Office, by participating in the development and delivery of all relevant topics such as Equitable Recruitment Practices, including training content development for hiring managers</li> <li>• Keeps current on relevant Employment Equity legislation, and employment equity programs</li> </ul>
<p><b>Executive Recruitment</b></p> <ul style="list-style-type: none"> <li>• Leads the executive recruitment process by guiding and advising senior level management, in alignment with policies and procedures at the university</li> <li>• Analyzes and calculates costs of procurement of an agency, and suggests methods to decrease expenditures</li> <li>• Collaborates with executive leadership to identify potential candidates by utilizing internal and external networks, and interacting with professionals on niche platforms</li> </ul>

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- Develops sourcing strategies and outreach strategies while delivering an exceptional experience to candidates, panel members and hiring managers
- Leads the communication of the recruitment strategy and priorities to ensure an efficient and equitable recruitment process
- Delivers offers of employment, ensuring appropriate due diligence is conducted, and maintains contact with the executive hire to ensure successful onboarding

### Required Qualifications

#### **Education**

- University undergraduate degree or equivalent experience
- Certified Human Resource Professional (CHRP) designation required

#### **Experience**

- 6-10 years of progressive Talent Acquisition experience with responsibility for end-to-end process and sourcing senior candidates in a high-volume environment
- Executive recruitment experience is required
- Experience in researching, developing, and implementing equity, diversity and inclusion projects, policy and/or best practices
- Extensive experience using social media to source and attract talent is essential
- Experience of managing projects and developing and executing talent acquisition strategies is required

#### **Knowledge/Skills/Abilities**

- Excellent communication including listening
- Demonstrated problem solving and decision-making skills
- Knowledge of successful facilitation methods
- Strong Business acumen
- Demonstrated skill providing client focused advice and support
- Knowledge of the Employment Standards Act and compensation practices
- Basic proficiency with Microsoft Office suite
- Experience with HRMS (e.g. Workday) and applicant tracking systems (e.g. iCIMS)

### Nature and Scope

- **Contacts:** Internally, communicates with senior leaders, staff, faculty in the delivery of the Talent Acquisition strategy. This position will have contact externally with, professional, community organizations, prospective candidates, and agencies.
- **Level of Responsibility:** Responsible for partnering with client groups to provide operational and strategic talent acquisition advice and guidance. The Manager, Talent Acquisition may represent the University externally at recruitment fairs and/or networking events. The Manager, Talent Acquisition is expected to look for opportunities to increase efficiency within the Talent Acquisition area.
- **Decision-Making Authority:** The position is expected for the most part to be self-directed in responding to client requests. The position is a specialized position and is responsible for developing recommendations for decisions by senior leadership within Human Resources
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment.
- **Working Environment:** Minimal exposure to disagreeable conditions typical of an office environment.