

Job Description

Job Title:	Manager, Talent Acquisition
Department:	Human Resources
Reports To:	Director, HR Client Services
Jobs Reporting:	Talent Acquisition Specialists, HR Administrator, Client Services
Salary Grade:	USG 10/11
Effective Date:	November 2017

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 keep 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

Ensures the Recruitment Brand is Delivering Appropriate Results

- Develops both a marketing and communication strategy plan to support the Talent Acquisition Strategy
- Develops, evaluates and continually measures the effectiveness of the recruitment brand (paper, website, etc)
- Develops and maintains metrics that measure successful placement of candidates, staff turnover, time to fill and other trends
- Develops recommendations to promote the University of Waterloo as an Employer of Choice

Provide Customer Focused Advice and Support

- Provides client support in the areas of talent acquisition, talent sourcing, advertising and social media recruitment
- Liaises as a single point of contact for both the Managers and Staff across campus
- Develops and maintains partnerships that assist with the promotion and development of HR Services
- Proactively manages all stakeholder relationships
- Implements University wide strategic talent acquisition initiatives and makes recommendations for ongoing improvement
- Delivers timely, clear communication on Talent Acquisition initiatives, news and updates to client groups

Represents the University of Waterloo on Talent Acquisition Matters

- Liaises externally with professional, community organizations, and agencies
- Promotes the recruitment brand of the university of Waterloo at external events and networking functions
- Anticipates, develops strategies and exercises due diligence to promote and foster fair recruitment practices
- Develops effective working relationships with client groups, senior management and within the HR Team

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
- 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. Peoplesoft, 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

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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.