

Job Description

Job Title:	Faculty Talent Recruitment and Equity Officer
Department:	Dean of Engineering Office
Reports To:	Dean of Engineering
Jobs Reporting:	None
Salary Grade:	USG 9
Effective Date:	May 2018

Primary Purpose

The Faculty Talent Recruitment and Equity Officer provides operational leadership to the Faculty of Engineering in developing robust talent acquisition strategies for all faculty recruitment including building a pipeline of exceptional candidates for prestigious research chair positions. The incumbent will develop, implement, monitor and communicate an equity plan for the Faculty to align with recruitment best practice with the goal of increasing representation of under-represented groups in faculty hiring processes.

Key Accountabilities

Creates and executes strategic plan for recruitment

- Creates and executes a multifaceted strategic plan for talent recruitment and equity that promotes the vision statement and research goals of the Faculty
- Develops, manages, and implements a strategic plan to increase applications from exceptional researchers from under-represented groups while continuing to attract highly qualified candidates
- Establishes a network of top and emerging talent in various engineering disciplines
- Develops a talent pipeline of emerging researchers through intelligence gathering
- Evaluates and assesses the effectiveness of recruitment strategies by benchmarking best practices for faculty recruitment, metrics and identifies areas where strategies can be strengthened
- Acts as a liaison with senior campus stakeholders regarding strategic priorities and equity targets, including the Office of Research, the Equity Office, the Faculty Association of the University of Waterloo, and the Office of the Associate Vice-President Human Rights, Equity and Inclusion

Builds talent pipeline

- Provides strategic and trusted advice to the Dean of Engineering, Department Chairs and unit heads, and Departmental Advisory Committees on Appointments (DACAs) in outreach to and review of potential candidates, in evaluating candidate submissions and in short-listing candidates for interviews
- Conducts national and international environmental scans to develop and maintain candidate pools for strategic engineering, entrepreneurship and design research areas
- Provides direct talent sourcing of exceptional researchers through communications with the targeted audience to identify and attract a diverse, talented and progressive candidate pool
- Leverages professional online and social media presence to attract talent and build talent pipelines
- Identifies and participates in industry networking activities to ensure robust talent network
- Supports the end-to-end recruitment process for research chair appointments including sourcing, interviewing, assessing candidates, and communications

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- Works with departments/schools and Dean of Engineering Office on the preparation of advertisements and uses various academic and industry connections, print and social media to advertise faculty positions
- Works closely with academic units and research groups to increase candidate pools by identifying top researchers in fields targeted for recruitment
- Researches and analyzes recruitment efforts and makes recommendations for candidate visits

Coordinates on-boarding initiatives

- Communicates and interprets policies for prospective faculty members on issues related to appointment, relocation, and research funding opportunities
- Acts as a liaison with the Office of Vice-President, Academic and Provost, Legal and Immigration Services, and Human Resources on advertising requirements, offers of appointment, and on-boarding of new faculty hires
- Assists with the coordination of events for new faculty hires

Modernizes trends, assesses strategies and processes

- Keeps up-to-date on trends, rankings and competitor information and makes recommendations to improve the quality of potential candidates
- Modernizes talent recruitment, and recruitment strategies within established policies
- Defines, designs and executes the operational talent recruitment plan, evaluating existing practices and determining process and system efficiencies
- Continuously assesses talent acquisition efficiency and feedback to deliver an excellent candidate experience

Promotes diversity in faculty recruitment

- Fosters a collaborative and integrated approach to eliminating barriers to equity within the Faculty of Engineering, to enhance the practice of diversity and inclusivity in recruitment processes
- Leads, articulates and effects change to meet equity goals through recruitment best practice
- Supports the development of new initiatives to grow the equity mandate for recruitment within the Faculty of Engineering

Required Qualifications

Education

- Bachelor's degree in Engineering or Physical Sciences required
- Master's degree preferred

Experience

- Demonstrated knowledge and commitment to talent management and equity with at least 5 years of experience
- Strong record of accomplishment of improving talent recruitment, building talent pipelines and equity in an academic environment
- Experience working collaboratively with members of senior leadership committees to support talent management, equity and recruitment plans

Knowledge/Skills/Abilities

- Expertise in building talent plans
- Broad experience in the functional area of faculty recruitment, talent acquisition and diversity
- Possesses intellectual acumen and strong interpersonal communication skills that will facilitate credibility and foster trust and strong working relationships

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- Proven relationship building, presentation and facilitation skills
- Ability to handle information with utmost confidentiality and appropriately represent the Faculty
- Ability to exercise initiative and sound judgment in a variety of situations
- Ability to work independently and as a member of a team
- Ability to establish and monitor metrics associated with recruitment, retention and equity
- Detail oriented, well organized with strong time and project management skills

Nature and Scope

- **Contacts:** Internal: communicates with senior administration at the Faculty and Department level, various non-academic support units who contribute to processes for faculty appointments, immigration services and on-boarding. Externally: communicates with granting agencies, stakeholders, potential applicants.
- **Level of Responsibility:** The Faculty Talent Recruitment and Equity Officer provides operational leadership, advice and support to the Dean of Engineering and senior leadership in all responsibilities outlined. The incumbent is responsible for developing robust recruitment strategies for research chair positions and establishing and implementing an equity plan for ensuring diversity in recruitment processes.
- **Decision-Making Authority:** The Faculty Talent Recruitment and Equity Officer is self-directed in executing the key accountabilities of the role. The role has a mix of defined, specialized, routine, and non-routine tasks and requires sound judgment, tact, and discretion in juggling and executing these responsibilities. The incumbent makes recommendations to the Dean of Engineering and senior leadership of the Faculty of Engineering regarding the execution of duties.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment. This position works independently and collaboratively and requires sound judgment, a strong work ethic and an ability to work under very challenging time constraints with competing priorities. Flexibility in working hours, thoroughness, accuracy, attention to detail and professionalism are required.
- **Working Environment:** Minimal exposure to disagreeable conditions. May experience high volume of work and multiple and/or tight deadlines. May include travel.