

# CITY OF HAMILTON

## CITY MANAGER'S OFFICE

(HUMAN RESOURCES DIVISION –TALENT AND DIVERSITY– LOCATION – 120 KING ST. W., 9<sup>th</sup> FLOOR)

### SUPERVISOR, TALENT SERVICES

#### SUMMARY OF DUTIES

Reporting to the Director, Talent and Diversity, the Supervisor, Talent has overall responsibility for the supervision of the Talent Specialist staff. This includes responsibility for oversight and administration of day to day activities of the recruiting function. Ensures the delivery of expert and knowledgeable advice to management and staff with respect to recruitment best practices in accordance with the City's vision, values, goals and Talent Strategic Plan.

#### GENERAL DUTIES

Supervises and assigns work duties to the recruitment team including task projects.

Serves as a resource for team inquiries.

Regularly reports on the established performance metrics; works with HR analytics, defines and provides the required analytics to drive system and process improvement.

Set recruitment goals and key performance indicators to ensure transparency and success of the recruitment function.

Make recommendations on practices, policies and programs while striving to continuously improve processes and identify opportunities.

Involved in all city-wide recruitment.

Acts as the primary resource for Return to Work programs relating to workplace accommodation.

Collaborates closely with the Talent Specialist team to design and manage the implementation of talent identification strategies, while ensuring alignment with the Talent Strategic Plan.

Partner with the Human Resources Information Systems team to implement desired technological improvements and upgrades, which affect recruitment and selection activities.

Identify, train and build capacity of internal staff to assist with recruiting events, programs and initiatives.

Works in accordance with the provisions of all applicable legislation including but not limited to Employment Standards Act, Ontario Human Rights Code, Occupational Health and Safety Act and all City of Hamilton corporate and departmental policies and procedures related to human resources.

Support the Director, Talent and Diversity with ongoing initiatives.

#### QUALIFICATIONS

1. Undergraduate Degree in human resources management or other related field or an equivalent combination of education and progressively responsible and relevant experience at a senior level.

2. Proven human resources experience in recruitment and selection.
3. Proven leadership and supervisory/management skills with an emphasis on the ability to influence and build collaborative relationships across a broad spectrum of internal and external stakeholders. Demonstrated experience as a supervisor to lead change within a complex environment and manage diverse stakeholders needs and interests.
4. Strong business acumen and an ability to learn a client's business needs and anticipate required HR support.
5. Strong organizational and time management skills.
6. Ability to demonstrate highly effective written and verbal communication skills.
7. Demonstrated ability to lead in a team setting.
8. Demonstrated ability to foster process standardization and continuous improvement.
9. Excellent verbal, written, and interpersonal skills.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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