

CITY OF HAMILTON

CITY MANAGER'S DEPARTMENT (UPDATED AUGUST 2020) (HUMAN RESOURCES DIVISION – TALENT AND DIVERSITY – 120 King St W, 9th FLOOR)

TALENT SPECIALIST – NON-UNION

SUMMARY OF DUTIES

Reporting to the Supervisor, Talent Services, consult, recommend, and implement City-wide recruitment, selection and retention strategies that are compliant with all relevant employment legislation and policies in accordance with the City of Hamilton's Vision, Mission, Values and Corporate Culture. Designs and manages, in consultation with management from client departments, the internal and external recruitment strategy, while ensuring adherence to the recruitment and selection process to ensure fair, efficient and equitable practices.

GENERAL DUTIES

Performs all aspects of full-cycle City-wide recruitment including sourcing, posting, marketing, screening, interviewing, selecting, validating reference checks, drafting offer letters, on-boarding activities in support of programs, services and operations and candidate debriefs. Create and manage Specific Term and Task contracts, Reduced Work Agreements and Job Share Agreements.

Provides guidance and consultation to all levels of management on wide range of recruitment issues.

Provides leadership in designing, recommending, implementing and managing the recruitment, selection, and retention strategies that comply with all relevant employment legislation, collective agreements and with corporate and departmental hiring objectives.

Ensures recruitment processes are conducted in a bias-free manner and comply with the collective agreements, policies, procedures and relevant legislation (i.e. Human Rights code, Employment Standards, etc).

Works collaboratively and consults regularly with other Human Resources staff to ensure effective service delivery to support business needs of client groups and corporate priorities.

Collaborates and works in partnership with Labour Relations in placing laid off / surplus employees by determining if employee is qualified for potential positions and guides management through the process.

Participates in and defends staffing process and decisions at union grievances, mediation, arbitration and Human Rights complaints.

Works in partnership with Return to Work Services / Supervisor, Talent Services on placement of employees requiring accommodation.

Designs, in conjunction with client department managers, interview tools that are reflective position competency requirements; develops/administers appropriate pre-screening criteria; acquires/develops/administers appropriate evaluation tools: tests, presentations, interview questions etc. to establish candidate competency levels.

Participates in interviews and candidate selection and/or provides direction and advice regarding interview process and /or issues.

Consultation with leaders determining changing needs and creating new job descriptions as well as making suggestions for changes to existing job descriptions.

Working in consultation with client department management and HRBP to support workforce planning initiatives by creating and implementing strategic recruitment plans to meet client needs where positions have been deemed difficult to fill and/or critical.

Assists in the planning of results-oriented Talent services to the client department reflecting corporate and departmental service priorities, service standards and objectives.

Leads large-scale or specialized recruitment activities.

Recommends appropriate media to advertise job vacancies (newspapers, professional journals, ~~Job Information Hotline~~, Internet, Intranet, etc.) with due regard to effectiveness and cost.

Provides feedback, advice and training to applicants/employees on resume writing, interview performance, interview preparation and test results.

Designs and delivers selection and recruitment training to management.

Manages job posting files, including all necessary data regarding job applications, recruitment processes and selection activities for an assigned portfolio. Corresponds with applicants.

Collects and accurately inputs corporate and human resources metrics for the purposes of determining recruitment, client/applicant feedback. Makes recommendations on policy and procedural changes to optimize the organization's recruitment, selection, motivation and retention of employees.

Ensures accurate, efficient, and timely processes.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

QUALIFICATIONS

1. Proven human resources experience in recruitment and selection normally acquired through completed degree/certification or related education in human resources, or the equivalent combination of education and experience. CHRL designation would be considered an asset.
2. Proven consultation skills at all levels within the organization which demonstrates an ability to apply a broad perspective requiring an integrated knowledge of human resources management, related disciplines and business processes.
3. Progressively responsible experience in designing and developing new candidate assessment tools (e.g. interviews, written tests) and conducting interviews.
4. Must possess superior decision making abilities, sound judgement and ability to maintain confidentiality.
5. Sound knowledge of relevant collective agreements, employment legislation (ESA), the Ontario Human Rights Code, corporate policies and procedures and other relevant statutes.
6. Superior communication and problem solving skills.
7. Must possess excellent abilities to negotiate and influence in assuring compliance throughout recruitment and selection process.
8. Must have exceptional relationship building skills to create productive and effective relationships with client

departments and employees.

9. Professional, well-developed and highly effective interpersonal skills with the ability to communicate effectively with elected officials, management, peers, staff representatives of other municipalities and general public.
10. Flexibility and workload management skills to effectively respond to client needs in a timely manner to consistently meet deadlines.
11. Independent and self-directed with the ability to work in a team based setting.
12. Proficient in the use of Microsoft Office Software (Word, Excel, Outlook) and an HRIS system (previous experience using PeopleSoft would be considered an asset).
13. Previous municipal experience in a recruitment and selection position would be an asset.
14. Effective written and verbal communication with client groups and candidates.