

Class No.:	Admin
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MANAGER, TALENT ACQUISITION

NATURE AND SCOPE OF WORK

People are at the core of Capilano University's success and the Human Resources (HR) Department supports this success through the planning, development, implementation, and management of a broad range of HR services and strategies. The Manager, Talent Acquisition (TA) is responsible for the proactive talent acquisition work that builds and executes Capilano University's candidate attraction strategy and candidate experience. The Manager, TA reports to the Senior Manager, Organizational Development (OD) and is an active and collaborative team member with the OD team. The incumbent's primary focus is to be a strategic partner to their main clients: the HR Business Partners (HRBPs) on the HR Employee Experience team and leadership. The Manager, TA advises their client groups and the HR Department on up-to-date talent acquisition best practices by developing necessary processes and resources to build a positive candidate to employee experience that can be adopted and used by others in a scalable and sustainable way.

The Manager, TA will partner with HR Analytics, HRBPs, and Hiring Managers to proactively determine resourcing needs and timelines, sourcing and recruitment strategies, and identify target audiences and attraction drivers. Through these partnerships, the Manager, TA will generate a quality candidate pipeline to support effective and efficient recruitment, reducing time-to-fill and cost-to-fill, through a variety of strategies including overall employer branding and the use of tools and resources such as LinkedIn Recruiter and strategic community partnerships.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Builds and maintains relationships with internal and external community partners for talent acquisition opportunities, strategies & resources
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- In collaboration with the Sr Manager, OD, leads the strategic planning with the OD team, especially as it relates to the candidate to employee pipeline and the People Plan
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- Evaluates talent acquisition, experience, and/or recruitment program resources and tactics, and updates necessary changes for improved candidate or employee experience
- Responsible for providing value-add services for internal clients and partners, such as updating them on workforce/economic trends, industry best practices, and developing

resources to enable the HRBPs to better support senior leaders and hiring managers in the recruitment process

- Creates, implements and evaluates the success and effectiveness of University's talent acquisition strategies, in alignment with industry best practices and organizational needs/goals; under the direction of the Senior Manager, OD
- Leads the University's talent acquisition activities through active candidate pipeline generation, specifically for hard-to-fill or executive/strategic level roles
- Incorporates or recommends EDI-informed talent acquisition or recruitment best practices as it relates to equity-seeking groups; creates relevant resources or toolkits where necessary
- Responsible for maintaining the integrity and consistency of the employer brand through regular review of digital assets (website, job postings, etc.) and supporting HRBPs, senior leaders and hiring managers to promote effective employer brand messaging.
- Facilitates engaging and inclusive talent acquisition training sessions for HRBPs or hiring managers when required or appropriate; offers 1:1 or group training opportunities when possible
- Facilitates or informs the HR Department or other University partners about community engagement and recruitment events, such as career fairs and networking events; participates if necessary
- Responsible for maintaining inventory of training materials and collateral, employer branded marketing materials and resource list of internal and external partners to refer to when needed
- Provides regular reports to leadership regarding Talent Acquisition metrics and recruitment updates
- Participates in required training and/or certifications as required for the role
- Supports the OD team and the HR Department with special projects as required
- Travels to different locations as required
- Performs other related duties as required

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Demonstrated ability to build relationships with internal/external partners and talent

- Demonstrated ability to negotiate, influence, persuade and reach consensus to resolve issues
- Proven ability to prioritize work to meet deadlines and demands of multiple concurrent projects, making responsible decisions and determine when to seek advice
- Proven ability to think critically to autonomously evaluate and improve programming when appropriate
- Proven ability to work independently and within a team in a collegial and collaborative environment
- Ability to apply relevant employment legislation such as the Employment Standards Act, Labour Relations Code, Human Rights Act
- Ability to exercise discretion while exhibiting a high degree of confidentiality
- Ability to exercise judgment and tactful decision-making
- High customer service orientation, with the ability to create a positive and meaningful candidate or employee experience
- Excellent business communication skills through verbal and written avenues

REQUIRED TRAINING AND EXPERIENCE

- Completion of a post-secondary degree in HR or a related discipline, or an equivalent combination of education and experience
- A minimum of five years experience in talent acquisition or full cycle recruitment, or an equivalent combination of education and experience
- A minimum of two years experience working in a post-secondary institution and/or public sector organization is preferred
- Proficient in LinkedIn Recruiter and other applicable talent acquisition systems
- Experience working and partnering with search firms to fill executive level positions
- CPHR designation considered an asset