

Coordinator, Talent Acquisition & Retention (Exempt)

Job Requisition	JR-2024-91 Coordinator, Talent Acquisition & Retention (Exempt) (Open)
Job Family	Exempt
Start Date	2024-03-11
End Date	2024-04-07
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/City-Hall-Building/Coordinator--Talent-Acquisition---Retention--Exempt-_JR-2024-91
Description	Closing Date: Apr 7, 2024

Salary Range:
\$69,810.59 - \$82,130.10

Job Description

NOTE: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Reporting to the Manager, Human Resources, and under the supervision of the Specialist, Talent Acquisition and Retention, the incumbent will facilitate the full-cycle talent acquisition process for the City of Vernon.

Duties Include:

- Facilitate hiring processes including interviewing, reference checks, offer letters, and onboarding.
- Maintain acquisition documentation, filing, and tracking of competitions.
- Fulfill all administrative tasks associated with full cycle recruiting, including scheduling appointments and advising on candidate travel, lodging, when required.
- Facilitate the offer process and related negotiations including relocation agreements, as well as closing activities including candidate correspondence/communications.
- Establish Personnel File and applicable record keeping requirements.
- Regularly communicate talent acquisition status, progress, and next steps to relevant City Staff.
- Build meaningful relationships with potential candidates, respond to candidate inquiries, and foster an excellent applicant experience.
- Develop job postings and/or opportunity briefs, as required.
- Leverage applicant tracking systems (ATS), social media, job boards, and other professional networks to identify and recruit the best candidates.
- Practice consistent and fair talent acquisition processes, ensuring compliance with applicable laws, legislation, policy, and bargaining unit collective agreements, where applicable.
- Assist in executing talent acquisition and retention events, including career fairs, campus recruitment, professional and/or trade association events.
- Assist with building and maintaining talent pipelines.
- Facilitate the work permit process for foreign workers in collaboration with external immigration counsel, when required.
- May conduct exit interviews to identify and communicate improvement areas to Manager, HR and Director, HR.
- Assist with collecting, collating, and reporting metrics and assist in identifying trends and explanations, as required.

- Assist with guiding, coaching, and mentoring City Staff about talent acquisition and retention strategies and practices that instill confidence and deliver service excellence and results.
- Conduct follow up activities measuring satisfaction level among City Staff.
- Use social media, job boards, Internet sourcing, and other technical means to source candidates for open positions.
- Maintain a high level of subject matter knowledge to stay current in the industry.
- Learn and understand the business through strong inter-departmental/divisional relations.
- Research and recommend creative and cost-effective initiatives and programs aimed at attracting and retaining top talent, as required.
- Assist the HR Division in implementing contemporary practices regarding physical, mental, and emotional well-being.
- The above statements are a general description of the principle functions of the role and shall not be construed as a detailed description of all the requirements that may be inherent in the job. There may be a requirement to perform other duties, as required.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Graduation from a Certificate program related to Human Resource Management, Business Administration (with a major in Human Resources), Communications, Marketing, or a related discipline (with a focus in Human Resources).
- Minimum three years of full cycle talent acquisition and retention experience, preferably within a mid-sized, complex organization offering a wide range of positions.
- Experience working in a unionized environment.
- Valid BC Drivers License Class 5.
- An equivalent combination of education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Proficient in full cycle talent acquisition and retention activities including, but not limited to networking, sourcing, interviewing, assessing, qualifying, offer negotiation, and related retention activities.
- Proven ability to build and maintain talent pools/communities/pipelines.
- Ability to communicate talent acquisition and retention concepts, strategies, and solutions to hiring managers and other City personnel with professionalism and respect.
- Ability to work with a variety of computer applications including MS Office, HRIS/HRMS or other database programs.
- Excellent organizational, written, and oral communication skills.
- Ability to work effectively under pressure, with changing priorities, deadlines, and to readily adapt to change.
- Demonstrated interviewing, investigative, analytical, and problem-solving abilities.
- Proven ability to research subject matter and to provide recommendations to the Specialist, Talent Acquisition and Retention, as required.
- Ability to handle sensitive and confidential information appropriately.
- Technical prowess related to talent acquisition and retention focused on all media and social media enterprises.
- Strong initiative with a keen desire to generate results.

Preferred Education and Experience:

- CPHR Designation.
- Membership in a related Professional Association.
- Experience in a municipal environment.

To Apply:

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using one of the following methods:

- Online at www.vernon.ca/ by selecting "apply" and creating a candidate profile.
- By Fax: (250) 550-3551

Internal Applicants:

- Internal applicants are asked to apply using their worker profile.
- By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

Worker Sub-Type	Permanent
Location	City Hall Building
Time Type	Full time
Locations	
Supervisory Organization	Human Resource Department