



Position Title: Human Resources Assistant Advisor (Talent Acquisition Assistant Advisor)

Position Status: Full-Time Temporary (This position to last not later than December 27, 2024)

Department: Human Resources and Corporate Services

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Professional / Technical, Level P1 (\$2,958.00 - \$3,480.72 bi-weekly)

Our Human Resources Department is seeking a Talent Acquisition Assistant Advisor who is passionate about recruitment and skilled at connecting with others and developing strong relationships. You will learn to work as a strategic partner with our hiring managers to attract top talent and will develop and execute full cycle recruitment strategies that will result in critical hires to support the achievement of our organization's goals.

You are: a recent grad or emerging professional in Human Resources, Business Administration or a related program, and want hands on experience in talent acquisition. You enjoy partnering and working closely with hiring managers, interacting with candidates and collaborating with colleagues. You have a strong willingness to learn and can handle a diverse portfolio of recruitment, along with providing support to our outreach program with research and recommendations. You are diplomatic, tactful, possess strong organization skills and enjoy being an ambassador for your organization to represent the employers brand with a positive presence.

The HR Advisor reports to the Lead Advisor, Talent Acquisition and will join the team of five recruiters in our Talent Acquisition team.

This role:

- Supports the hiring process for a range of unionized and excluded positions ensuring selection criteria is based on job requirements, complies with legislation, statutes, and collective agreements. May assist on more challenging recruitment files.
- Facilitates the full-cycle recruitment process; approves and advises managers on the content of job postings; recommends advertising; screens applications as required; develops selection criteria, interview questions and assessment exercises; conducts and evaluates interviews and reference checks; and makes hiring recommendations to managers.
- Makes employment offers to candidates and negotiates terms of employment considering factors such as skills and experience, internal equity, collective agreement provisions, and corporate and board policies.

- Assists and supports management by providing professional advice on rights and responsibilities under collective agreements, pertinent legislation and corporate policies.
- Conducts employee exit interviews and reports on trends.
- Keeps current on applicable laws, statutes, and acts associated with scope of responsibilities.
- Supports HR Advisors in responding to grievances and complaints pertaining to recruitment and selection.
- Responds to questions from employees and management and provides advice on workplace issues; promotes cooperation and teamwork and aids the resolution of conflict.
- Coordinates work pertaining to Talent Acquisition project and provides assistance for the human resources recruitment outreach program to promote Metro Vancouver's brand in the external labour market; conducts research, attends career fairs and information sessions, recommends opportunities for promoting the organization as a preferred employer and utilizes social media to further goals of the program.
- Performs other related duties as required.

To be successful, you have:

- 2-3 years of recent, related experience supplemented by a university degree or diploma in a relevant discipline such as business or human resources; or an equivalent combination of training and experience.
- Previous experience working in a complex, multi-union environment is an asset.
- Designation as a Certified Human Resources Professional (or working towards your designation) is an asset.
- Knowledge and ability to interpret relevant legislation and acts such as the Employment Standards Act and the Human Rights Code. Ability to apply policies, procedures, and collective agreement language to routine and unique situations.
- Knowledge and understanding of human resources management principles including recruitment and selection, labour relations, compensation and job evaluation.
- Demonstrated and applied knowledge of recruitment and selection methods for bargaining unit and excluded positions.
- Ability to work under general direction and use independent judgement to evaluate, research, and resolve problems within established guidelines and procedures and determine which methods are applicable in any given situation.
- Strong verbal and written communication skills, including the ability to effectively listen, and support the resolution of problems. Sound business writing skills including the ability to review and revise the content of job postings and routine correspondence.
- Strong interpersonal skills and ability to build and maintain effective and respectful working relationships with internal and external contacts under circumstances that may be controversial or highly sensitive.
- Demonstrated ability to work in a team oriented work environment.
- Sound judgment and problem solving skills; ability to analyze business needs and provide strategic input.
- Ability to provide advice and guide managers on employee relations issues and general HR topics; strong analytical, interpretation and research skills and displays a high degree of integrity and professionalism.
- Ability to meet timelines and objectives and demonstrates persistence to overcome obstacles.
- Practical knowledge of a complex human resources information system such as PeopleSoft.
- Proficiency using Microsoft office programs, including Word, Excel, and Outlook.

- Valid BC Class 5 Driver's License

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by May 14, 2024.