

1. Position No. 80243, 81637	2. Descriptive Working Title Recruitment Specialist		3. Present Classification Excluded Management
4. Branch Human Resources	5. Department Recruitment	6. Work Location Telework Eligible	Date Revised Oct 2019; Oct 2021
7. Position No. of Supervisor 80227	8. Descriptive Work Title of Supervisor Manager Recruitment		9. Classification of Supervisor Excluded Management

POSITION SUMMARY

Reporting to the Manager, Recruitment, the Recruitment Specialist works closely within the Recruitment team in the sourcing and selection of well-qualified candidates who share the values and vision of the organization. He/she/they provides recruitment and selection support for a variety of positions in the commission, chairs interview panels, coordinates the interview process and works with Hiring Managers and the Recruitment team to drive the recruitment process in a fast paced, people-oriented environment.

MAJOR RESPONSIBILITIES

1. Provides recruitment and selection support for a variety of positions for the Commission, ensuring that all recruitment procedures and policies are followed in a pro-active, positive manner. Ensures Job Requisitions are completed and approved prior to commencement of recruitment activities
2. Acts as the subject matter expert in the use of the PeopleSoft eRecruit system. Develops screening questions and other complex analytical tools for use within eRecruit. Trains Hiring Managers on the use of the online eRecruit system
3. Partners with Hiring Managers and the Recruitment team to drive the recruitment process by providing exceptional customer-service in a fast paced, people-oriented environment
4. Sources and attracts well-qualified candidates by utilizing branding tools using a variety of creative sourcing tools, including print, internet, e-Recruit, and social media. Through a variety of network opportunities, sources potential candidates for current and/or future opportunities. Participates in job fairs and other promotional activities
5. Chairs the interview panel, ensures the interview process is consistent, relevant and fair
6. In conjunction with the Hiring Manager, coordinates the assessment and interview process using competency based skills testing, behavioural interview questions, and other appropriate assessment tools. Develops interview matrix to assist in the selection process. Completes reference checks with appropriate referees
7. Maintains close contact with hiring manager throughout entire recruitment process, guides the competitive process and ensures selection decision and hiring terms are compliant with terms of collective agreements and terms and conditions for excluded staff
8. Negotiates and provides job offer and engagement information to successful candidates. Enters appropriate employee data into PeopleSoft eRecruit system; Extends short term and temporary appointments

9. Liaises with external staffing agencies to secure short-term temporary agency staff as operationally required
10. Fosters positive and professional relationship with applicants and candidates throughout the recruitment process. Provides constructive feedback to unsuccessful interviewees.
11. Maintains recruitment & selection information electronically and provides regular reports. Utilizes an applicant tracking system to manage recruiting activities, documentation, correspondence, and reporting.
12. Promotes the many benefits of working with BC Housing throughout the recruitment process (e.g. employee programs, development opportunities)
13. Coordinates temporary positions as needed. Monitors length of service, feedback, and other information for tracking and reporting purposes.
14. Performs other related duties that do not affect the nature of the job, including conducting special studies, making presentations and participating in task force, project teams and committee work.

ORGANIZATION

The Recruitment Specialist reports to the Manager Recruitment.

No positions report to the Recruitment Specialist.

QUALIFICATIONS

Education, Experience and Occupational Certification

University degree in human resources management or other relevant field

Considerable in-house recruitment for a unionized organization

Considerable generalist experience, experience working with collective agreements, payroll & benefits

Or an equivalent combination of education, training and experience acceptable to the Employer

Knowledge, Skills and Abilities

Core Competencies

- Personal Effectiveness
- Communication
- Results Oriented
- Teamwork
- Service Oriented

Sound knowledge and understanding of the practices and standards of recruitment and selection

Sound knowledge and understanding of the Commission and government human resource policies, collective agreement provisions, terms and conditions of employment, and government regulations pertaining to recruitment

Proficient in the use of computer applications including Microsoft Excel and Word

Proficient in the use of e-recruiting tools

Excellent customer service skills, with a drive for exceeding expectations

Excellent interpersonal and teamwork skills

Excellent written and spoken communication skills

Strong analytical and problem-solving skills

Strong negotiation skills

Ability to exercise attention to detail

Ability to plan, organize and prioritize in a fast-paced team environment, and manage multiple projects simultaneously

Ability to read reports and provide summaries and recommendations

Ability to comfortably interpret, explain and apply procedures and policies

Ability to travel within BC periodically