



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/07/27

Talent Acquisition Specialist

Job ID	CA-51-BD-88-EC-94
Web Address	https://careers.indigenous.link/viewjob?jobname=CA-51-BD-88-EC-94
Company	NorQuest College
Location	Edmonton, Alberta
Date Posted	From: 2024-07-17 To: 2025-01-13
Job	Type: Full-time Category: Education
Job Start Date	As soon as possible
Job Salary	\$52,188 - \$67,804 per year
Languages	English

Description

COMPETITION NUMBER: 749

CLOSING DATE: JULY 28, 2024 @11:59 PM MST

PEOPLE, CULTURE & EQUITY

NorQuesters are difference makers and we're searching for someone dedicated to finding ways forward to join People and Talent Operations as a Talent Acquisition Specialist.

Reporting to the Team Lead, Talent Acquisition, the Talent Acquisition Specialist (TA Specialist) partners with hiring leaders across NorQuest College to actively source top talent, manage the candidate relationship, and provide an efficient and excellent candidate and hiring leader experience throughout the recruitment process. They play a key role in attracting new NorQuesters through a people-first approach that ensures a safe, welcoming, supportive environment while supporting the college's commitments to being an inclusive, anti-racist and decolonized organization. The TA Specialist works closely with HR Business Partners to develop recruitment strategies to ensure a smooth recruitment process that results in the ability to hire high quality candidates.

As the first point of contact for recruitment needs, the TA Specialist plays a key role in helping position NorQuest College as a people-first, purpose-driven employer of choice. The TA Specialist provides recommendations and coaching to hiring leaders in alignment with Collective Agreements and the college's Talent Acquisition Policy and Procedure. The TA Specialist has an assigned client portfolio and will apply their recruitment expertise to attract, hire, and retain a diverse workforce. Using recruitment best practices, their knowledge, experience, and client partnership skills, the TA Specialist will manage full cycle recruitment and ensure the College's recruitment practices align with NorQuest's commitments to Equity, Diversity & Inclusion.

HOW YOU'LL MAKE A DIFFERENCE

Within the assigned client portfolio, the TA Specialist is responsible for the planning and execution of full cycle recruitment to all individual contributor roles (casual, term, and permanent) across the College, including:

- Create innovate and attractive job postings, in accordance with Norquest brand guidelines.
- Discuss marketing and advertising strategies with hiring leaders to generate a strong and diverse candidate pool.
- Develop the screening criteria for hiring leaders and screen resumes according to the screening criteria, as required.
- Contact candidates to arrange interviews, including booking appropriate meeting rooms for in-person interviews.
- Prepare draft interview guides for hiring leaders to consider and finalize and participate on interview panels, as required. If participating, providing objective feedback on candidates interviewed.
- Prepare and present salary recommendations to hiring leaders.
- Complete all pre-employment checks (e.g., criminal records checks, vulnerable sector checks, education verification checks, reference checks, etc.)
- Make verbal offers to the candidates and facilitate offer negotiation and prepare written offers, including all relevant terms and conditions and provide to candidates.
- Equip hiring leaders with the knowledge and tools they need to support the recruitment process and educate and coach hiring leaders on best practices in talent acquisition, supporting them in their development in these aspects of

their responsibilities.

- Support and promote the College's collective efforts in equitable hiring approaches aimed at increasing diversity at the college. (e.g., encourage and educate hiring leaders on the benefits of diverse hiring panels, posting on job boards that may be geared towards diverse job seekers).
- Work closely with HR Business Partners to ensure updated and robust job descriptions are submitted prior to proceeding with job postings. Where significant changes have been identified, recommend classification reviews prior to moving ahead with recruitment activities.
- Proactively source talent by leveraging networks and utilizing LinkedIn Recruiter to identify and attract qualified candidates (active and passive candidates).
- Actively participate in Talent Acquisition process improvement initiatives and assist in the developing, implementing and maintaining Talent Acquisition practices, policies, and procedures.

WHAT YOU BRING

- Diploma in a related field (human resources, management, business, commerce). Equivalencies will be considered:
- A related one-year certificate from a recognized post-secondary institution and four years of related experience.
- Considerable related experience in Talent Acquisition.
- Working towards or hold a Registered Professional Recruiter (RPR) designation. CPHR is considered an asset.
- Experience with SAP Success Factors is an asset.

WHAT MAKES YOU A DIFFERENCE MAKER

As a difference maker you bring experience in:

- Full cycle recruitment.
- Getting to know client areas and their business, including developing understanding of nuances and aspects of their work that are unique.
- Developing and implementing recruitment strategies in sourcing through industry-leading tools and techniques to attract and identify candidates.
- Building strong relationships and work collaboratively in a fast-paced environment.
- Supporting, coaching, and educating hiring leaders on best and emerging practices in talent acquisition.
- Working knowledge of relevant Acts, regulations, and best practices.
- Proven organization skills to prioritize effectively and manage multiple clients demands.
- Understanding of equitable, diverse, and inclusive hiring approaches.
- Strong understanding of the importance and sensitivity around privacy and confidentiality.
- Working with Microsoft applications, PeopleSoft, Applicant Tracking Systems, and other HR systems.

SALARY: \$52,188 - \$67,804 reflective upon what you bring AKA your education and experience. This is a full-time permanent position with immediate access to our great pension and benefit programs.

Additional Information: Pre-Employment Checks will be completed to assess the candidate's suitability for a role. These checks may include (but are not limited to): references, criminal record check, academic verification, etc.

For applicants who have completed post-secondary studies from outside of Canada, it is recommended they obtain an assessment of their credentials from a recognized Canadian Credential Evaluator, such as:

- International Qualifications Assessment Service <https://www.alberta.ca/international-qualifications-assessment>
- World Education Services <https://www.wes.org/ca/>

We encourage applicants to include the assessment certificate as part of their application.

This competition may be used to fill future vacancies, across NorQuest College, at the same or lower classification level.

Our Commitment to Equity, Diversity, and Inclusion:

We're on a journey to become an inclusive, anti-racist, and decolonized organization. NorQuesters are trailblazers - we are curious, creative, and innovative - our lived experiences are honoured, creating accessibility and a sense of belonging for everyone.

NorQuest 2030 We Are Who We Include shares our strength and difference comes from who is included, and along with our students we are learning and growing to listen deeply and say what we feel.

NorQuest College is committed to being an employer of choice for First Nations, Metis, and Inuit people by recognizing, respecting, and supporting Indigenous people's self-determination through the institution's work in decolonization, reconciliation, and Indigenization.

Accessibility: At NorQuest, we are who we include. We strive to provide access and accommodation throughout the recruitment, application, and selection process. We want to create opportunities for you to confidently be your authentic self. If you would like an accommodation at any stage of the process, please reach out to Careers@norquest.ca.

Apply to Become a NorQuester: If this opportunity delights you and your expertise will shine in this role, we invite you to apply for this position online by uploading your resume and cover letter combined as one document.

PSST: Only candidates shortlisted for an interview will be contacted and we'll make sure to do this within 28 days of the closing date.

Essential Skills

Full cycle recruitment

Relationship Building

Communication

Organization

Working with Microsoft applications, PeopleSoft, Applicant Tracking Systems, and other HR systems.

Work Environment

Hybrid work environment

How to Apply

Click Apply Now!