



# 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

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/29

## HR Recruitment Specialist

**Job ID** 63-AE-C9-26-46-89

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=63-AE-C9-26-46-89>

**Company** Canadian Museum For Human Rights

**Location** Winnipeg, Manitoba

**Date Posted** From: 2019-09-16 To: 2019-10-06

**Job** Type: Full-time Category: Human Resources

**Languages** English and French

### Description

The Canadian Museum for Human Rights (CMHR) is the first museum in the world solely dedicated to the evolution, celebration and future of human rights. It is the first national museum in Canada to be built outside the National Capital Region. Located in the heart of Canada in Winnipeg, Manitoba, the CMHR rises from the Prairie earth at The Forks, which has been a meeting place for over six thousand years.

The CMHR delivers an immersive, interactive and memorable experience for visitors of every background, age and ability. Each visitor has access to a fully reinvented museum experience that reflects a design approach that sets new Canadian and world standards for inclusion and universal accessibility.

We are seeking talented individuals who are motivated to share their passion and commitment to join our team. Together, we aim to enhance the public's understanding of human rights, to promote respect for others, and to encourage reflection and dialogue.

#### Key Responsibilities

##### Attraction and Retention

â€¢Oversees all phases of the CMHR recruitment process, including receipt of staffing requests, receipt and tracking of staffing approvals, preparation of job descriptions, creation of advertising plans, conduct of interviews and background checks, and preparation of offer letters. Ensures that records are created for staffing actions and that all records are documented and kept up to date.

Ensures that the process is carried out in accordance with established procedures and relevant legislation. May include assigning recruitment files or activities to other members of the HR team.

â€¢Manages staffing competitions. Assists managers to define position requirements and potential sources of applicants. Provides advice and guidance to managers and supervisors during the pre-selection and staffing process. Plays a lead role in the establishment of criteria for the position; screening and short-listing of candidates; preparation of questions and other evaluation methods; references and background checks; linguistic evaluations, and other related tasks.

â€¢Provides training, support and guidance to the Human Resources Coordinator regarding recruitment, scheduling interviews, tests, and preparing any and all interview documents.

â€¢Prepares letters of offer; makes recommendations on compensation and ensures consistency

with corporate policy and internal equity.

• Is responsible for the effective use of the CMHR's Applicant Tracking System (Taleo).

Ensures maintenance of current competition data; may require occasional preparation of analysis and reports.

• Delivers employee orientation to introduce new employees to the Museum, its background and objectives, and its HR practices. May contribute to individual orientation plans.

• Stays abreast of trends, developments and new initiatives in the area of attraction and retention.

• Attends job fairs when appropriate, but particularly when and where the four designated groups (employment equity) will be present or participating.

• Regularly contacts various associations or cultural communities during the staffing process to ensure that CMHR attracts qualified members of the four designated groups.

• Receives calls, requests and/or correspondence for the HR department concerning employment opportunities, practicums, etc. and carries out the necessary follow-ups and/or directs the calls, requests or materials to appropriate departments.

• Coordinates linguistic testing and obtains results; updates information in the Human Resources Information System (HRIS). Conveys results to the immediate supervisor for the position and to the employee/candidate. If required results are not met, discusses with Director, Human Resources and determines available options offered to employees. Assists with the identification of language training needs and makes recommendations.

• Follows up on letters of offer with linguistic conditions, and organizes testing with third-party provider for those candidates; obtains results and ensures necessary follow-up.

#### Human Resources Planning

• Participates on an annual basis in the creation of the Human Resources Department Plan, which includes the establishment of goals and objectives for the coming year. Assists the Director, Human Resources in the implementation of special HR projects and initiatives related to the plan; may include collecting information, communicating with in-house and outside contacts, conducting research and analysis, and ensuring the completion of projects within the required time limits.

• In conjunction with the Director, Human Resources, develops strategies to ensure the CMHR workforce is representative of the community.

#### Special Projects

• Drives the coordination of the annual Bring Your Kid to Work Day. Organizes and plans the day's agenda.

#### Required Qualifications

• Education at the post-secondary level including formal human resources training (e.g., completion of a HR certificate or degree), and at least 3 to 5 years in an HR role including experience in a unionized environment, or an equivalent combination of applicable experience and education.

• Ability to communicate in both official languages, written and oral.

• Proven experience as a recruiter; demonstrated ability to execute recruitment plans that result in the attainment and retention of top talent.

• Demonstrated ability to maintain strict confidentiality when handling confidential and sensitive information and documentation.

• Demonstrated superior communication skills. Listens carefully to others to ensure understanding and communicates accurately to inform, influence and involve.

â€¢ Demonstrated ability to produce accurate, clear and concise communications (letters, e-mails, etc.).

â€¢ Demonstrated ability to provide superior service to customers (internal or external) in a prompt and professional manner.

â€¢ Strong computer skills, specifically in Microsoft Office (Word, Excel and Outlook).

#### Desired Qualifications

â€¢ The CPHR designation (or currently pursuing the CPHR).

â€¢ Post-secondary education in Human Resources Management at the degree or diploma level or an equivalent combination of education and experience.

â€¢ Experience working in a human resources department.

â€¢ Experience with an on-line Applicant Tracking System and/or HRIS.

â€¢ Knowledge of HR best practices, gained through direct involvement and through study.

#### Attributes

â€¢ Superior attention to detail.

â€¢ Excellent organizational and time management skills with the ability to manage multiple demands, establish priorities and meet deadlines.

â€¢ Comfortable working under pressure.

â€¢ Excellent communicator with an eye for problem solving.

â€¢ Able to develop rapport with diverse individuals and provide superior customer service.

â€¢ Communicates in a manner that is professional, courteous, welcoming and pleasant.

â€¢ Excellent team player: actively participates in team effectiveness; takes action that demonstrates consideration for others.

â€¢ Takes initiative: asserts influence over events to achieve goals; self-starting rather than accepting passively.

â€¢ Ability to represent human resources in a professional manner: a good role model for staff and a positive ambassador for new employees.

â€¢ Strong analytical skills.

#### Official Language Proficiency:

â€¢ Bilingual imperative: CCC - Written comprehension (advanced), written expression (advanced), oral proficiency (advanced)

#### Working Conditions and Physical Demands

â€¢ May have to adjust to frequently changing priorities and deadlines.

â€¢ Work is in an office environment. May require long periods at a desk and time in front of a computer.

#### Conditions of Employment

â€¢ Security Screening Level - Reliability Status

â€¢ Child Abuse Registry Check

#### How to Apply

Interested applicants should submit a cover letter and résumé through CMHR's Careers page at <https://humanrights.ca/about/careers> by October 6, 2019. The cover letter must provide concrete examples that illustrate how they meet the education and experience factors listed in the Qualifications â€“ Required and Desired (if applicable). Résumés will be used as a secondary source to validate the education and experience described in the cover letter.

The Canadian Museum for Human Rights is committed to developing inclusive, barrier-free

recruitment processes and work environment. Please advise the HR representative if accommodation measures must be taken to enable you to apply and be assessed in a fair and equitable manner.

All applicants will receive a confirmation of receipt of their application. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Intent / Result of process: An eligibility list of qualified candidates may be created as a result of this process. The list would have a retention schedule of six months.