

EMPLOYMENT OPPORTUNITY

Human Resources Advisor, Talent Management

Permanent Full Time / External
Human Resources and Safety
Competition No: 2024-1624



www.rdn.bc.ca

SKILLS & ABILITIES

- Expert knowledge of talent management systems best practice, with emphasis on recruitment and selection, including applicable employment legislation.
- Good working knowledge of effective project management in a corporate services context.
- Ability to conduct research and apply analytical skills, and develop original written materials including progress reports, internal memorandums, board reports etc., for review and decision by senior decision-makers.

APPLICATION DETAILS

Please quote competition 2024-1624 and submit a cover letter and resume by email to the Manager, Human Resources, adrouillard@rdn.bc.ca. The resume and cover letter should clearly outline your education, experience, and qualifications as they relate to this position.

**Applications will be accepted until:
4:00 p.m., on November 14, 2024**

Date posted: October 31, 2024

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a permanent full-time Human Resources Advisor, Talent Management.

Reporting to the Manager, Human Resources, this position is responsible for developing, maintaining, and coordinating the Regional District of Nanaimo's (RDN) talent management programs, including recruitment and selection, orientation, onboarding and offboarding, training and development, exempt performance planning and assessment, employee retention (including recognition), succession planning and other initiatives as assigned in alignment with the RDN human resources strategic plan. The incumbent collaborates with clients and business partners within the Human Resources and Safety Team to execute talent management strategies that enhance inclusion, equity, diversity, and accessibility, and position the RDN as an employer of choice in local government.

QUALIFICATIONS

Minimum of five years of related experience within a corporate service setting at a unionized employer of similar or larger scale, plus an undergraduate degree in business, public administration, human resources, or a related field of study. Experience in recruitment and selection, corporate training and development, and project management are required. Certified Professional in Human Resources (CPHR) is preferred. A combination of education and experience may be considered.

POSITION DETAILS

This is a permanent full-time Exempt position offering 35 hours of work per week with a salary range of \$99,975 to \$111,083 as well as a competitive benefits package including employer paid extended health and dental, employer-matched contributions to the Municipal Pension Plan and participation in the RDN's flex days program.

A Criminal Record Check is required as a condition of employment with the Regional District of Nanaimo.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.



POSITION TITLE: Human Resources Advisor, Talent Management

REPORTS TO: Manager, Human Resources

DIRECT REPORTS: N/A

POSITION SUMMARY

Reporting to the Manager, Human Resources, this position is responsible for developing, maintaining, and coordinating the Regional District of Nanaimo's (RDN) talent management programs, including recruitment and selection, orientation, onboarding and offboarding, training and development, exempt performance planning and assessment, employee retention (including recognition), succession planning and other initiatives as assigned in alignment with the RDN human resources strategic plan. The incumbent collaborates with clients and business partners within the Human Resources and Safety Team to execute talent management strategies that enhance inclusion, equity, diversity, and accessibility, and position the RDN as an employer of choice in local government. The position will recommend and implement talent management-related policy and policy amendments and resourcing levels to ensure the RDN's talent management program remains efficient, legally compliant, current with public sector best practice and aligned with RDN human resources strategy.

MAJOR DUTIES AND RESPONSIBILITIES

Recruitment and Selection

- Provides a framework, training, and guidance/advice to hiring managers to facilitate expedient and effective routine recruitment that:
 - Ensures corporate recruitment and selection process requirements are met;
 - Promotes a consistent and positive internal and external applicant experience;
 - Allows for value-added human resources participation and efficient human resources administration; and,
 - Promotes the highest probability of a successful hire within policy and/or collective agreement requirements.
- Leads competitions, or oversees third-party search, for hard-to-fill or exempt management positions, which may include:
 - Leading and facilitating intake meetings with the hiring manager and other interested parties to thoroughly understand hiring needs, and developing a recruitment and selection plan for the hiring manager which includes shared responsibility for recruitment activities.
 - Performing full-cycle recruitment activities on behalf of, or in collaboration with the hiring manager, and/or applicable departments, including screening, testing, interviewing, reference checking, records management, regrets, internal announcements, etc.
- Recommends and facilitates HR Advisor, Employee Relations, or Chief Human Resources Officer, in lieu of HR Advisor, Talent Management participation in internal or external competitions as needed.
- Oversees the Applicant Tracking System to promote full and consistent use corporately and maximize return on investment, including providing guidance and direction to others on its use.
- Develops and implements guides, training, and tools (ex. templates, checklists, etc.) for hiring managers, including a repository of approved interview questions and assessments aligned with RDN strategic human resources objectives.
- Communicates with the Human Resources and Safety Team, Executive Leadership Team, and Management Leadership Group with updates on efforts, challenges, and successes in recruitment and selection.

Job Description

- Implements initiatives to enhance the candidate experience throughout the recruitment process.
- Develops diversity and inclusion initiatives within the recruitment process to foster a diverse and inclusive workplace.
- Develops and oversees delivery of tailored recruitment programs for larger scale higher including but not limited to summer program leaders, paid on call fire fighters and transit operators.
- Keeps a line of sight to ways and means of increasing value-added capacity for the HR and Safety Team in recruitment and selection and recommends changes to process or service level for recruitment and selection related tasks that can be streamlined, eliminated, automated and/or more effectively shared with responsible departments and/or hiring managers.
- Coordinates and participates in local and post-secondary events, job fairs, and hiring fairs to attract and engage talent, reinforcing our commitment to establishing the RDN as an employer of choice in local government.
- Seeks to cultivate an internal and external talent pipeline for critical positions to develop a pool of qualified candidates through various channels including, but not limited to, professional network, direct sourcing, employee referrals and more.
- Stays informed about industry best practices and trends in recruitment and onboarding.

Orientation, Onboarding and Offboarding

- Develops, implements, and supports the orientation, onboarding and offboarding process to leverage existing systems and maximize the efficiency and consistency of the new hire experience.
- Oversees the preparation of and reviews appointment letters/employment agreements and supporting documentation to ensure complete accuracy, compliance and consistency with existing bylaw, policy, collective agreement, and past practice requirements.
- Manages police information checks or vulnerable sector checks through third-party systems and, when necessary, conducts meticulous manual reference checks.
- Oversees the processing of hiring paperwork and new employee or departing employee records.
- Develops, implements, and supports the offboarding process.
- Conducts exit interviews and correlates data to report on trends.
- Coordinates internal communications regarding staffing changes, including new hire and voluntary departure announcements.

Training and Development

- Conducts annual training and development needs assessments.
- Develops, maintains, and implements the corporate employee training and development program, including managing the corporate training and development calendar and budget.
- Develops training and development programs and objectives in alignment with the RDN human resources strategic plan.
- Trains and coaches managers, superintendents, supervisors, and others involved in employee development efforts.
- Develops and maintains organizational communications such as intranet posts, emails, posters and pay stub attachments to ensure employees have knowledge of training and development events and resources.
- Conducts follow-up studies of all completed training to evaluate and measure results.
- Works effectively and collaboratively within the Human Resources and Safety Team and other members of the organization to deliver the corporate training and development program within budget and policy.

Talent Management

- Oversees the exempt employee performance management system (i.e., work objectives) to understand the exempt talent pipelines and readiness for internal promotion/lateral moves.
- Leads the corporate employee recognition program in alignment with RDN human resources strategy, including, but not limited to, annual events, long-service awards, peer-to-peer recognition.

- Supports employee engagement initiatives as requested.
- Designs and implements career development strategies, tools, and resources.
- Develops data sets to better understand the internal talent market for the organization and advises the business partners on trends and opportunities for enhanced succession planning and retention.
- Develops and implements succession planning data and strategies.
- Measures the effectiveness of talent management initiatives and makes recommendations for improvements.

Metrics and Analytics

- Utilizes analytics and metrics to assess the effectiveness of the RDN's human resources programs and strategic objectives to make data-driven decisions for continuous improvement and reports out at regular intervals to the Chief Human Resources Officer.
- Analyzes recruitment software and the performance of recruitment agencies and recommends improvements or changes.

General

- Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- Performs other duties as required.

REQUIRED EDUCATION AND EXPERIENCE

- An undergraduate degree in business, public administration, human resources, or a related field of study.
- Minimum of five years of related experience within a corporate service setting at a unionized employer of similar or larger scale.
- Experience in managing projects to implement changes impacting numerous internal parties with different business requirement in a corporate services setting.
- Experience supporting recruitment and selection.
- Experience developing and delivering corporate training and employee development programs.
- Experience integrating and applying inclusion, equity, diversity, and accessibility principles into corporate service programs.
- A combination of education and experience may be considered.
- Certified Professional in Human Resources (CPHR) is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Expert knowledge of talent management systems best practice, with emphasis on recruitment and selection, including applicable employment legislation.
- Good working knowledge of effective project management in a corporate services context.
- Good working knowledge of how to incorporate and promote inclusion, diversity, equity, and accessibility within talent management systems.
- Good working knowledge of applicant tracking systems.
- Demonstrated ability to demonstrate systems-thinking and a continuous improvement mindset in a corporate service administration context.
- Demonstrated business acumen and results orientation in a corporate services context.
- Demonstrated ability to exercise influence and impact without formal authority in a multi-layered work environment.
- Ability to listen, understand and respond effectively through conflict.
- Ability to work effectively as part of a team and to promote a culture of accountability, integration, and alignment.
- Ability to exercise discretion and judgement in providing advice and recommendations.
- Ability to conduct research and apply analytical skills, and develop original written materials including progress reports, internal memorandums, board reports etc., for review and decision by senior decision-makers.

Job Description

- Ability to communicate effectively both orally and in writing, using a variety of communication tools such as Teams, Zoom, Conference.
- Ability to make formal and informal presentations to clients and colleagues.
- Demonstrated administrative, time management and organizational skills.
- Proficiency in MS Office applications such as Word, Excel, Outlook, SharePoint and Power Point and other software such as Adobe.