



**Position Title: Senior Talent Acquisition Partner**

**Position Type: Full time - Permanent**

**Location: Ontario**

**Job Grade: 6**

**Salary Range: \$73,372 - \$106,304 / year**

**Hours of work: 36.25 hr/week**

**Reporting to: Manager, Human Resources**

**This Posting is Open To: Internal/External Applicants**

**Skilled Trades Ontario is a Crown agency** responsible for skilled trades certification in Ontario, which includes:

- **Establishing apprenticeship programs**, including training standards, curriculum standards and certification exams
- **Assessing experience and qualifications** of individuals who have not completed an apprenticeship program in Ontario
- **Issuing Certificates of Qualification** in all trades with certifying exams
- **Renewing Certificates of Qualification** in compulsory trades
- **Maintaining a Public Register** of people authorized to work in compulsory trades
- **Conducting research** in relation to apprenticeship and the trades

Skilled Trades Ontario (STO) is currently seeking a Senior Talent Acquisition Partner (Sr. TAP) to provide leadership to the talent acquisition team as well as customer focused, comprehensive talent acquisition advice to client groups across Skilled Trades Ontario. The Sr. TAP is responsible for ensuring that all policies, procedures, and legislated requirements are adhered to in partnership with HR as well as supporting the organization through the recruitment process by ensuring that it is fair and equitable while having a lens of diversity, equity and inclusion.

**Responsibilities:**

- Assists in supporting the recruitment process around areas such as: internal/external candidate let down process, filing confidential documents,
- Preparing job postings, candidate sourcing, phone screening, interview scheduling, preparing interview invites, interview questionnaire packages, participating in interviews, administering testing, reference checking and closing of recruitment files
- Consults with hiring managers to advise and develop recruitment strategies to identify, attract and hire the best talent and build high performance teams
- Collaborates with people leaders to identify competencies required for roles, assist and consult on the development of job descriptions and ensuring job postings attract the intended profile and generate a high degree of interest
- Develops or update interview questions that reflect position requirements
- Supports the team on a variety of projects including best practice research, training support and other tasks as needed
- Fosters relationships with stakeholders, provides guidance and expertise in promoting a positive working and learning culture that values diversity and fosters equity, fairness, respect, cross cultural understanding and inclusion
- Supports and promotes equity, diversity, inclusion and belonging through the recruitment process and policy
- Advises the business on the recruitment requirements and process steps outlined with the collective agreement to ensure compliance with labour relations
- Provides regular updates to Human Resources leadership on recruitment activities and challenges for the organization in a timely manner
- Acts as the accountable lead tracking and reporting weekly and monthly recruitment metrics and trends
- In conjunction with the HR Business Partners, makes compensation related recommendations to the hiring manager in line with STO's job structure
- Proactively identifies and recommends solutions to recruitment challenges and problems
- Identifies opportunities for process-improvement, share best practices and support the change management in partnership with operational HR
- Provides leadership, guidance and mentoring to the talent acquisition team
- responsible for providing performance feedback as well as assigning work and ensuring workloads are evenly distributed amongst talent acquisition team
- Actively attracts and qualifies permanent, contract and future pipeline candidates

**Qualifications:**

- 6-10 years of progressive talent acquisition experience leading end-to-end processes related to sourcing candidates and working in a high-volume environment
- A combination of experience and/or post-secondary education in HR with an emphasis on talent acquisition and recruitment based practices
- Proven experience in talent management / acquisition including full-cycle recruitment, sourcing, selection, and employment branding
- Proven ability to apply relevant legislation to the workplace policies and practices

- Effective communicator with proven human relations skills to foster and promote cooperation and work collaboratively with stakeholders while promoting a diverse work environment
- Supervisory experience in a public sector, and/or unionized environment would be considered an asset
- Strong business acumen to align both business objectives and HR strategies with corporate goals to maximize shareholder value
- Proficiency with MS Office suite (e.g. Word, Excel, Power Point and Outlook), with exceptional Excel skills
- Proven experience in talent management / acquisition including full-cycle recruitment, sourcing and selection

**Knowledge of:**

- Relevant acts/regulations (e.g. Ontario Labour Relations Act, Occupational Health and Safety Act, Human Rights Code, Employment Standards Act, Accessibility for Ontarians with Disabilities Act) which impact the human resources function
- Knowledge of Human Resources practices and principles, as well as all applicable labour, human rights, and health and safety legislation
- Knowledge of collective agreement and/or employment policy interpretation and application would be considered as an asset

**Skills include:**

- Strong leadership and coaching skills, demonstrating integrity and professionalism
- Proven project management skills and the ability to multitask and to project manage initiatives to completion
- Excellent judgement and analytical skills to provide options and advice regarding sensitive and confidential employee matters in the area of talent
- Ability to constantly re-prioritize work in a fast-paced, service-oriented environment
- Excellent organization skills and strong attention to detail
- Capacity to work both independently and with a dynamic team in a fast-paced office environment
- Ability to analyze and convert data into useful information for decision-making
- Demonstrated ability to independently identify issues, plan improvements, measure success and continue improvement
- Superior interpersonal and communication skills, both written and verbal
- Demonstrated ability to manage routine correspondence, multiple tasks/projects, diversified workload and rapidly changing priorities and challenging deadlines
- Demonstrated discretion and maturity when handling confidential information

\*Only those candidates selected for an interview will be contacted.

How to Apply: Please forward your resume by **April 17, 2024 at 5:00pm EST** to [careers@skilledtradesontario.ca](mailto:careers@skilledtradesontario.ca). Only applications submitted via email will be accepted. Be sure to quote the following competition number in the subject line of your email: STO-019-24.

We thank all applicants for their interest and will contact those whose skills, knowledge, and experience most closely match the requirements of the position.

Skilled Trades Ontario embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Skilled Trades Ontario's Accommodation Policy, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to Skilled Trades Ontario. We welcome applications from all qualified persons.

Skilled Trades Ontario is an equal opportunity employer.