



Position Title: Talent Acquisition Partner

Position Type: Fixed Term Contract

Position Duration: Twelve (12) months

Location: Mississauga, ON

Job Grade: 5

Salary Range: \$60,642.40 - \$79,591.20 / year

Hours of work: 36.25 hr/week

Reporting to: Senior Talent Acquisition Partner

This Posting Is Applicable 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 Talent Acquisition Partner. To provide talent support to the HR team during a period of high-volume recruitment. Assistance is required to assist each business area to ensure they are able to fulfill the mandate. Supports the organization through the recruitment process by ensuring that it is fair and equitable while having a lens of diversity, equity and inclusion.

Responsibilities:

- Prepares Vacancy Management Forms
- Sets up hard copy and electronic copy recruitment files
- Updates and maintains the Careers Folder, Mailbox and recruitment tracker
- Assists with the internal/external candidate let down process
- Conducts the onboarding process for new hires and the off-boarding process for departing employees
- Assists with filing confidential documents
- Assists with recruitment: 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
- 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

Qualifications:

- A combination of experience and/or post secondary education in Human Resources or a relevant discipline with course work in the Human Resources field including talent focused learning and experience
- Knowledge of Human Resources practices and principles, as well as all applicable labour, human rights, and health and safety legislation
- 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

- Knowledge of collective agreement and/or employment policy interpretation and application
- Strong business acumen to align both business objectives and HR strategies with corporate goals to maximize shareholder value
- 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
- Proficiency with MS Office suite (e.g. Word, Excel, Power Point and Outlook), with exceptional Excel skills

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

Skills include:

- 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 **5 pm on August 12, 2024**, to 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-045-24**.

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

The STO 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 the STO's Accommodation Policy, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to the STO. We welcome applications from all qualified persons.

The Skilled Trades Ontario is an equal opportunity employer.