

Position: Senior HR Specialist – Talent Management & Development

Hours: 35 hours/week (Monday – Friday 8:30 a.m. – 4:30 p.m.)
Flexibility is required

File No.: **FACSFLA-2021-03** **Number of Positions:** 1

Employment Type: Full-time Contract **Location:** Kingston
(13 months)

Date Posted: May 20, 2020 **Closing Date:** **June 03, 2020**

Position Summary:

The Senior HR Specialist is responsible for driving the Agency's talent management and development initiatives by identifying and assessing future and current needs in alignment with our Strategic Plan. Drives the development of an Agency learning culture while fostering an inclusive culture where all employees can leverage their unique talents. The incumbent is responsible for developing and implementing the annual organizational training/development strategy and budget and overseeing its implementation and assessing outcomes to build competency at the Agency. This role is also responsible for recruiting, staffing and succession planning by developing talent acquisition & succession strategies.

- Bachelor's Degree in Business Administration, Human Resources, Organizational Development/Human Resource Development or relevant field
- Minimum 5 years' experience in consulting, designing, and implementing talent, leadership and professional development programs and initiatives
- Minimum 3 years in full life cycle recruiting
- Knowledge of and experience in application of adult learning theory
- Track record in evaluating and executing successful training programs
- Understanding of recruitment selection methods and proficient in the use of social media and job boards
- Familiarity with development and execution of performance management process
- Facilitated leadership and team development at all levels
- Experience motivating and inspiring leaders to create strong learning outcomes
- Cross-functional project management experience and/or change management experience
- Ability to prioritize, direct and effectively manage multiple projects simultaneously
- Skilled at coaching and facilitation, with problem-solving skills and an adaptable communication style
- Ability to work independently and with minimal supervision
- Ability to work with and maintain a high level of confidentiality
- Ability to use technology to assist in the delivery of training

- Experience in using human resource management systems
- Knowledge of employment legislation
- Proficiency in a Windows environment using Microsoft Office Suite and Windows Explorer

Preferred Qualifications/Skills:

- Certification/designation (CHRL, CTDP)
- Knowledge of Child Welfare, legislation, Ministry Standards
- Additional experience in other Human Resource disciplines
- Proficiency in the French language is an asset. Candidates will be assessed.

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JOB DESCRIPTION:

Health and Safety

- Ensure compliance with applicable legislation and provide leadership in developing and maintaining safety in the workplace including safety planning and conducting accident/incident investigation and reporting
- Create a safe and healthy work environment that fosters a positive team culture

Talent Development

- Encourage the development of a learning culture within the Agency ensuring all training and development activities are strategically linked to the organization's Strategic Plan and builds capability in our employees
- Develop internal training needs assessment processes as required to ensure employees training is targeted at the identified needs of the Agency
- Develop and deliver a robust talent development/learning calendar for the Agency
- Partner with OACAS and internal leaders to develop/implement learning modules, programs, and events that ensure we develop and retain key talent
- Identify and assess future and current training needs through job analysis, career paths, annual performance appraisals and consultation with Managers/Supervisors
- Work with OACAS and Regional partners to leverage training and tools which increase our employees' level of knowledge and confidence in serving our families and internal customers

- Develop and maintain training and development programs for the Agency soft and technical/clinical skills including both internal/external as well as programs offered by OACAS.
- Deliver courses as approved in any or all of the Child Welfare Professional Training series, Trainer Development program streams; serving as a trainer in a variety of capacities; in the classroom, on a web-based discussion group, supporting learners engaged in self-study, etc.
- Act as a resource to Agency leaders regarding training and learning programs, initiatives and processes
- Create, and facilitate meetings, webinars, and customized training initiatives outsourcing to external partners when needed
- Manage vendor selection for training programs including RFP process
- Create learning plans for assigned job roles based on learner needs
- Create, coordinate, organize, and project manage the delivery of internal soft skills training from on-boarding, to future skill-based training
- Provide internal consulting to Managers/Supervisors and drive organization change
- Assess effectiveness of learning initiatives, produce insights and help communicate these outcomes to key business stakeholders

Talent Management

- Partner with organization leaders to provide professional consultation in areas related to talent acquisition, talent assessment, policies/procedures, succession planning, employee relations, and retention initiatives
- Develop and implement recruitment plans for the delivery of high-quality candidates ranging from entry level to management positions
- Manage activities relating to recruitment, performance management and employment practices that support the Strategic Plan
- Develop talent acquisition strategies and hiring plans
- Plan and conduct recruitment and selection processes (interviews, contacting references, etc.)
- Take steps to ensure positive candidate experience
- Organize and/or attend career fairs or other events
- Support leaders on the development of job descriptions for new and existing positions and create effective job postings
- Transform our induction process to create inspiration and engagement
- Lead our internal Performance Development process (performance rating, development planning, coaching conversations, and feedback) including timeline, instructional tools and online systems support
- Collaborate with assigned Managers/Supervisors to ensure follow up on recommendations outlined in Performance Reviews, Personnel Files and Individual Training Needs Assessments
- Assist in the Facilitation of the Annual Talent Review/Succession Planning Cycle
- Collaborate with Senior Leadership on solutions related to the assessment and development of high potential talent, track and assist in the development of individual development plans to address gaps identified in the Talent and Performance
- Design and deliver organizational effectiveness tools and programs to support change management, team effectiveness, and employee engagement

Employee Relations

- Follow up with new employees to ensure orientation and onboarding activities are completed and they are comfortable in their new roles
- Conduct Stay Interviews with new hires, making recommendations to identify and resolve gaps and concerns
- Assist with employee relations by responding to enquiries and providing guidance concerning collective agreement, HR policy and practices
- Ensure appropriate referrals, consultations, follow up by appropriate personnel as well as facilitate meetings to conduct problem solving if/when required
- Ability to comprehend, analyze and resolve complex employee problems and effectively communicate rationale with key stakeholders, while remaining sensitive to employee concerns
- Contribute as requested to projects and assignments related to employee services and labour management concerns
- Demonstrate knowledge and fluency in employment legislation and ensure compliance

Compliance, Reporting & Administration

- Provide statistics/reports on recruitment activities, talent management/development initiatives
- Work with HR and IT employees to ensure efficient system of record keeping and maintain up-to-date training and orientation records on all employees
- Drive continuous improvement through the development and implementation of Individual Development Plans and annual training plan
- Create and manage the annual employees training budgets including quarterly reports, expenses paid, current balances and projections for remaining portion of the year
- Develop in collaboration with the Director of Human Resources, the annual Service Plan as it relates to employee training and the Agency's orientation program, including creating and monitoring the Agency training calendar reflecting the identified needs
- Track and report on Agency French Language operating needs
- Design and implement metrics to measure training programs impact, effectiveness and return on investment (ROI)
- Coordinate training schedules, track administration, and completion of training to ensure that expectations are met and provide reports to leaders as required
- Track, interpret and report succession planning metrics
- Identify long-term trends in talent development data and provide recommendations to Senior Leadership and key stakeholders to support decision making or plans of action

Committees & Contacts

- Member of Joint Job Evaluation Committee (JJEC) as a non-unionized representative and follow up on evaluation activities
- Member of Anti-Racism, Anti-Oppression Committee and Signs of Safety Committee
- Develops and maintains contacts with professional associations, and other relevant organizations to remain current in the field
- Establish and maintain an excellent working relationship with the OACAS, regional Child Welfare Training Committees, Universities and Colleges recruitment organizations
- Represent the Agency on the Eastern Zone and Provincial Training Network and any other applicable OACAS committees

- Collaborate with HR colleagues and Agency leaders to develop and deliver solutions related to performance development, succession planning, talent development and talent acquisition

Other Responsibilities

- Carry out such other responsibilities as may from time to time be assigned by the Director of Human Resources
- Maintain ongoing professional development in areas related to personal training expertise, as well as in adult education and training delivery in general
- Research and develop first drafts of Human Resources policies

How to Apply:

- To apply, please email your resume and cover letter quoting the competition file number and title of position you wish to apply for, to: hr@facsfla.ca. Interested and qualified applicants are invited to apply in writing by **May 30, 2020**.
- Please include the competition number and the title of the position in the subject line of the email.
- Please submit cover letter and resume as single attachment.
- When applying for multiple positions, please submit a separate application for each position following the above instructions.

For further information, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

We would like to thank all applicants; however only those selected for an interview will be contacted.

FACSFLA is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodations during the interview process, please contact Human Resources at hr@facsfla.ca.

NOTE: We are a scent-free workplace