



EXTERNAL Job Postings

Job Description

Human Resources Advisor, Recruitment & Staffing

Requisition No:	01804
Posting Date:	01-19-2023
Posting End Date:	02-03-2023
Region:	Toronto
Schedule:	Full Time
Duration:	Permanent
Location:	Isabella Street
Expected Hires:	1
Minimum Salary:	\$70,772.00
Maximum Salary:	\$84,777.00
Employee Type:	Non-union
Hours per Week:	35
Contract Length:	
Team:	Staffing and Systems
Branch:	Human Resources

POSITION

HUMAN RESOURCES ADVISOR RECRUITMENT & STAFFING

The Human Resources Advisor, Recruitment & Staffing is responsible for performing a wide range of services related to human resources on a professional level and works closely with management in supporting their departments/branches primarily with staffing, strategic recruitment and workforce planning. The HR Advisor works collaboratively with managers to ensure that all HR policies and legal compliances, as well as collective agreement obligations are met. This role also acts as a back up in the following functional areas: HRIS administration, compensation and benefits, and leave of absences.

MAJOR RESPONSIBILITIES

1. Leads the recruitment and interviewing process for assigned client groups. Works collaboratively with hiring managers to determine role requirements, job descriptions and sourcing strategies. Administers a full cycle recruitment process including sourcing, screening, interviewing, preparing offers letters and conducting onboarding and off-boarding.
2. Provides guidance and advice to management and employees on human resources related matters in accordance with applicable legislations as well as internal policies, processes, and procedures.
3. Collaborates with management in assigned client groups to identify gaps, determine how to pursue internal and external recruiting, uses appropriate goals and data analytics to drive strategies, and stays on top of current and future vacancies and oversees and manages workforce planning.
4. Maintains applicant tracking system and assists with implementation/ maintenance of the applicant tracking system and other related modules within the Human Resource Information Systems (HRIS). May prepare reports by collecting, analyzing, and summarizing data and trends.
5. Writes, revises, edits and proofreads Agency policies and procedures and related documents as needed including job descriptions.
6. Completes special projects by clarifying project objectives; setting timetables and schedules; conducting research; developing and organizing information.
7. Participates in designing and implementing a hiring process to reflect broader equity hiring strategies, such as the organization's diversity and equity hiring initiative which reflects up to date trends, current legislation, and Collective Agreement requirements.
8. Coordinates and participates in in-person or virtual career fairs, open houses, recruitment events and other channels to increase the outreach and attraction of quality candidates.
9. Partner with external recruitment agencies when determined as the best cost-effective strategy approved and retained through the appropriate process, including RFP generation

10. Coordinates as needed with other HR team members and payroll any leave of absence requests within the assigned client group.
11. Supports the Chief Human Resources Officer and other members of the Human Resources Departments as needed.
12. Works in a safe manner in accordance with the Society's health and safety policies and procedures and all relevant legislation.
13. Acts in accordance with and incorporates Society's Code of Ethics, Confidentiality, Anti-Oppression/Anti-Racism, Harassment & Discrimination policies, etc.
14. Uses sound judgment in consideration of financial resources.
15. Complies with Society's financial policies and procedures.
16. Other duties as required.

QUALIFICATIONS

Education and Experience:

- A completed undergraduate degree in Human Resources plus 5 years' progressive experience in Human Resources; OR
- A completed undergraduate degree plus a post-secondary certificate in Human Resources plus 5 years' progressive experience in Human Resources; OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- Possess or currently working towards CHRP designation.

Knowledge and Skills:

- Strong HR Generalist background in a unionized environment with core competencies in the areas of recruitment and workforce planning. Demonstrated experience in HRIS, benefits and compensation.
- Demonstrated creativity, flexibility, initiative, sound judgement, and problem-solving skills.
- Ability to work effectively both independently and within a team environment.
- Proven ability to prioritize tasks, multi-task in a fast-paced environment and meet deadlines.
- Demonstrated ability to maintain professional behaviour in challenging situations and ability to maintain strict standards of confidentiality.
- Ability to build strong rapport with clients groups, stakeholders, partners
- Demonstrated proactive and effective client service orientation.
- Awareness of and sensitivity to issues of equity and diversity.
- Excellent communication skills with strong writing ability.
- Sound knowledge of human resources best practices and employment related legislation.
- Demonstrated analytical and research skills, ability to analyze data and prepare reports, and work with financial and statistical data.
- Proven ability to enhance department and Agency reputation by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments.
- Ability to effectively train others on processes and procedures.
- Proficiency and speed in the use of relevant computer software including applicant tracking systems, HRIS (VIP preferred), MS Office (e.g. Word, Excel, Outlook, Visio, etc.).
- Proficiency in French &/or a second language, an asset
- Human Resources experience working in a non-profit environment, an asset

OTHER INFORMATION

Accommodation at CAST

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 416-924-4640 x2300. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.

Equity Hiring Strategy and Application Process

The Children's Aid Society of Toronto (CAS of Toronto) is committed to building a skilled workforce that reflects the population of Toronto as well as the diverse communities we serve. For this specific career opportunity to support our Equity Hiring Strategy, CAS of Toronto is inviting applications from qualified individuals who self-identify as being part of one or more of the following under-represented groups:

- racialized (visible minority)
- 2SLGBTQ+

- . persons with disabilities

This initiative is deemed to be a Special Program under the Ontario Human Rights Code.

During the online application process, applicants will have the opportunity to complete the Employment Equity questionnaire, to indicate if they self-identify as being part of one or more of the above under-represented groups. Answering the questionnaire is voluntary and all responses will be kept confidential and used only for the purposes outlined in this program. If the questionnaire is not completed by an applicant, they will not be considered as being from an equity seeking group.

The information collected will help us identify qualified applicants from the listed under-represented groups for this specific opportunity as part of our Equity Hiring Strategy. In addition, information provided will be used to understand the diversity of candidates that apply to roles within CAS of Toronto. A summary of the responses to this questionnaire will be used to help assess application trends and inform the development of enhanced and future recruitment programs which are equitable and accessible.

Qualified applicants who are interested in this opportunity can apply for position by submitting their application consisting of a cover letter and resume at <https://www.torontocas.ca/careers> , fax (416-324-2400), or mail (30 Isabella Street, 5th Floor) to the attention of Human Resources.

Applications must be received in the Human Resources Department, **NO LATER THAN 11:59 PM on FRIDAY, FEBRUARY 3, 2023.**