



JOB TITLE: HUMAN RESOURCE CONSULTANT

REFERENCE NO: 34080

DIVISION: CAO'S OFFICE

DEPARTMENT: HUMAN RESOURCES

APPROVAL DATES: BY:  DATE: MAY 28/09
CHIEF ADMINISTRATIVE OFFICER

BY:  DATE: MAY 28/09
GENERAL MANAGER OF HUMAN RESOURCES

GENERAL DESCRIPTION:

This is a professional position responsible for providing consultation, assistance, research and participation across varied human resource services to stakeholders. This position has a significant focus on Staffing functions.

ORGANIZATIONAL RELATIONSHIPS:

- Participates as a member of the Staffing and Development Work Group
- Reports directly to the Staffing and Development Work Group Leader
- Internal relationships are fostered and maintained with Commissioners, General Managers, and Supervisors to support their HR needs
- Close relationships are maintained with other HR work groups and staff
- External relationships are developed and maintained with other public and private organizations.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Recruitment & Selection: Consults with hiring managers to understand needs and facilitate process:
 - Assist in creating / maintaining current and accurate job descriptions including coordination with Compensation on job classifications
 - Facilitate tools and processes to help hiring teams identify common hiring goals and follow collective agreements and corporate policy
 - Source potential candidates, pre-screen applications, identify interview shortlists and collaborate with interview guide development using the behavioural-based approach.
 - Advise on recruitment strategies most appropriate to ensure qualified applicants are identified and facilitate the selection of the most appropriate candidate.
 - Facilitate hiring committee interviews of shortlisted candidates and coordinate any required testing
 - Develop job postings and select appropriate advertising media
 - Conduct candidate reference checks, participate in selection recommendations and extend employment offers and regrets.
 - Negotiate/finalize terms for all new hires and establish formal employee contracts where required
- Strategic Partner:
 - Participate in workforce development and succession planning initiatives; research and recommend new sources for candidate recruiting.
 - Educate hiring managers and ensure all recruitment activities are managed in accordance with relevant legislation, collective agreements, corporate policies and ethical HR practices.

- Through research and analysis, identify best practices/trends and participate in the development of policies and procedures consistent with overall service goals and in support of a constructive culture.
- Identify and participate in networking opportunities and professional association meetings with the goal of establishing a recognizable “employer of choice” reputation for the City, both internally and externally.
- Facilitate overall effective HR service delivery through personal responsibility for sharing information within the Staffing and Development work group and all other HR work groups.
- Coordinate temporary employment programs which may include work experience and internship programs.
- Other related duties as assigned

REQUIRED COMPETENCIES:

- Excellent communication skills including listening, facilitation and presentation. Must be able to express ideas, engage various stakeholders and influence action.
- Ability to address issues in an open, constructive manner demonstrating respect for others, building trust and achieving positive outcomes.
- Ability to work independently exhibiting sound judgement and problem-solving skills in the interpretation and application of corporate policy.
- Ability to function as a contributing member of a team (including consulting with and leading other professionals) in the development of human resource policies and procedures.
- Excellent organizational and time management skills.
- A strong service orientation, comfortable in responding to the needs of others.
- Research skills with an ability to assimilate information and develop options for decision makers.
- Knowledge of applicable labour laws, employment standards, human rights, collective agreements, etc.
- Proficiency in windows-based software as well as other computer applications and standard office technology.
- Respect for confidential information and the ability to handle sensitive personnel matters in a professional manner.

REQUIRED QUALIFICATIONS:

- University degree in a field related to human resources management
- A minimum of 5 years directly related experience as a human resources practitioner, preferably in a unionized environment.
- Completion of some supplementary coursework related to the human resources profession (e.g. Registered Professional Recruiter); experience with behaviour-based interviewing and candidate assessment tools
- Designation as a Certified Human Resource Professional considered an asset
- A management approved combination of education and experience may be considered.

SALARY RANGE:

- As per the Non-Union Salary Grid.