TALENT ACQUISITION SPECIALIST II

Main Function

Reporting to the Manager of Organizational Development and Talent Acquisition, provide strategic talent acquisition expertise to support the City's current and future workforce needs through proactive talent attraction, talent pipeline development, employer branding, and recruitment solutions. Serve as a trusted advisor to leaders on complex recruitment, sourcing strategies, and emerging talent acquisition practices.

Objectives

1. Strengthen the City's ability to attract talent by executing proactive recruitment strategies, building talent pipelines, engaging passive candidates, and leveraging innovative sourcing approaches to address current and future workforce needs.
2. Provide strategic recruitment expertise and consultation to leaders by supporting complex, and specialized initiatives and providing insight into labour market trends, candidate availability, and effective selection practices.
3. Enhance the City's talent acquisition practices and candidate experience by advancing recruitment processes, developing effective engagement strategies, analyzing recruitment data, and supporting employer branding initiatives.

Duties

1. Partner with leaders to understand current and future talent needs and provide strategic advice on sourcing strategies, candidate availability, labour market conditions, selection practices and targeted recruitment approaches aligned with organizational priorities.
2. Support workforce, succession and talent planning by providing insightful labour market data and analysis of talent availability.
3. Analyze labour market trends, recruitment data and workforce insights to identify challenges, measure recruitment effectiveness and recommend improvements.
4. Lead proactive sourcing and talent-attraction strategies for specialized and difficult-to-fill positions, including candidate research, networking, direct outreach and engagement with passive candidates.
5. Build and maintain talent pipelines for critical roles and anticipated vacancies to support current and future workforce needs.
6. Establish and maintain relationships with post-secondary institutions, professional associations, community organizations and industry groups, and represent the City at career fairs, networking events and other recruitment activities to strengthen talent pipelines and promote employment opportunities.
7. Develop and implement employer branding and recruitment marketing initiatives to enhance the City's ability to attract qualified candidates.
8. Lead assigned complex, specialized or difficult to fill recruitment competitions, including developing sourcing plans, advising on assessment approaches and participating in selection processes.
9. Provide support and share recruitment expertise with Talent Acquisition Specialist regarding sourcing strategies, recruitment practices, and emerging talent acquisition trends.
10. Research, evaluate, and recommend innovative recruitment tools, technologies, and sourcing methodologies to improve recruitment effectiveness and candidate experience.
11. Contribute to the development, review, and continuous improvement of recruitment policies, procedures, tools, and processes.
12. Develop and maintain a thorough working knowledge of the City’s Health and Safety policies and the applicable provincial legislation listed therein.
13. Perform other related duties as required.

Note: The above duties are representative of a typical position and are not to be construed as all inclusive.

Qualifications

Education and Training:

- University degree in Human Resources, Business Administration, Commerce, Marketing, or a related discipline from a recognized university with Canadian accreditation.
- Additional education or training in talent acquisition, recruitment marketing, or related areas considered an asset.

Experience:

- Five (5) to seven (7) years of progressive experience in talent acquisition, including proactive sourcing, talent pipeline development, and employer branding.
- Demonstrated experience sourcing and attracting candidates for specialized, professional, leadership, or difficult-to-fill positions.
- Experience conducting proactive recruitment activities, including direct outreach, candidate research, and relationship development.

Or

Education and Training:
- Community College diploma in Business Administration or a related discipline from a recognized institution with Canadian accreditation.
- Additional education or training in talent acquisition, recruitment marketing, or related areas considered an asset.

Experience:
- Seven (7) to nine (9) years of progressive experience in talent acquisition, including proactive sourcing, talent pipeline development, and employer branding.
- Demonstrated experience sourcing and attracting candidates for specialized, professional, leadership, or difficult-to-fill positions.
- Experience conducting proactive recruitment activities, including direct outreach, candidate research, and relationship development.

Knowledge Of:
- Best practices in talent acquisition methodology and strategies, and proactive sourcing techniques.
- Employer branding, recruitment marketing, candidate engagement practices, and talent attraction approaches.
- Labour market trends, workforce availability, and factors impacting recruitment.
- Recruitment legislation, including the Human Rights Code, Accessibility for Ontarians with Disabilities Act, Employment Standards Act, and applicable privacy legislation.
- Applicant Tracking Systems (ATS), Human Resources Information Systems, and sourcing platforms.

Abilities To:
- Develop and implement sourcing approaches to identify and engage qualified candidates.
- Build and maintain effective relationships with candidates, leaders, hiring managers, and external stakeholders.
- Analyze recruitment information and market trends to provide insights and recommendations.
- Develop solutions to address complex recruitment challenges and support future talent needs.
- Manage multiple priorities and complex recruitment initiatives while demonstrating sound judgment, initiative, and effective communication skills.

Personal Suitability:
- Ability to perform the essential duties of the position.
- Demonstrated professionalism and ability to work collaboratively with internal and external stakeholders.

Language:
- Excellent use of English; verbally and in writing.
- French verbal skills an asset.

Competencies: (click to view)

Competency Library - Level 2 Proficiency (Individual Contributor)