#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Recruitment & Human Resources Advisor

**Job Number:** X-360 | VIP: 1119

**Band:** EXEMPT- 4

**Department:** Human Resources

**Supervisor Title:** Manager, Human Resources

**Last Reviewed:**  May 24, 2023

#### **Job Purpose:**

Reporting to the Manager, Human Resources, this position is responsible for the OPSEU/Exempt/Research recruitment processes to support the recruitment and retention of employees across the University. The incumbent will provide answers to staff, faculty and students who have general questions about Human Resources related matters to help in achieving effective operations, while ensuring compliance with Legislation, Policies and Collective Agreements.

#### Key Activities:

##### Recruitment

* Accountable for all Human Resources recruitment and staffing functions, including the hiring approval process, development of job postings, and appointment letters; interprets for, and consults with managers/supervisors, staff, and HR colleagues, with regards to Human Resources policies and procedures and Collective Agreements; ensures our recruitment and staffing practices remain compliant with employment equity, employment standards, human rights legislation, as well as all University policies and procedures, and commitments within Collective Agreements.
* Provides outstanding customer service by working with all departments to resolve recruitment issues effectively, and ensure staffing processes meet the needs of managers and employees.
* Uses judgment to determine potential Labour, Human Rights, or Equity issues; advises Director, Human Resources and Manager, Human Resources of potential issues.
* Works with the hiring manager to ensure completeness and accuracy of the hiring approval process; responsible for following-up and obtaining the necessary approval signatures; communicates approval decisions back to the hiring manager.
* Works with the hiring manager to revise, up-date, and/or create job postings; consults with the Compensation & Human Resources Advisor to determine if changes impact the banding.
* Provides advice to hiring managers to determine where, when, and for how long postings will be advertised; responsible for posting on the internal website, in the newspaper, or external websites; liaises with external advertising agencies to ensure timely posting.
* Creates job competition files and ensures all required documents are completed; receives, tracks, and maintains incoming applications/resumes; determines whether candidates are considered internal vs. external.
* Responds to inquiries from employees, general public, applicants, other Universities through email, telephone, or in person, regarding the Universities recruitment and staffing procedures and policies.
* Advises, recommends, and works with the hiring manager to establish appropriate interview questions and testing for OPSEU and Exempt positions to attract the best possible pool of candidates.
* Participates on hiring committees to ensure strong hiring decisions are made; advises the committee and provides input throughout the interview process.
* Coordinates with the hiring committee to determine available interviewing/testing times; checks room availability and books accordingly; contacts applicants to schedule interviews/testing and communicates by telephone/email instructions and directions.
* Monitors job competitions and reviews selection processes to ensure that all staffing policies and procedures are followed and that selection decisions are defensible.
* Reviews internal applications with the hiring manager to determine if they meet the required qualifications; creates and sends out rejection letters to unsuccessful candidates; works with hiring manager to develop a list of reasons for unsuccessful internal candidates.
* Creates appointment letters for all staffing changes, including new hires, changes in position, contract extensions, temporary upgrades, etc.
* Tracks, maintains, and sends OPSEU the monthly Add/Change report, including copies of all appointment letters, as specified under the Collective Agreement.

##### Immigration

* Provides timely assistance and advice to managers, deans, and directors on matters such as recruitment and application requirements for international employees.
* Corresponds with employees requiring immigration assistance and refers them to appropriate resources, and along with the appropriate manager, dean, or director, determines in what way the University can support the application.
* Responsible for completing appropriate documentation for international employees applying for a work permit, work permit extensions, or permanent residency. Notifies the CIC of changes to terms and conditions of work permit employees as required.
* Responsible for notifying managers, deans, directors of special requirements regarding terms and conditions of employment for individuals employed on a work permit. Ensures the University complies with the terms of the work permit awarded to staff and faculty.

##### Administration

* Responsible for updating, monitoring, and maintaining the Human Resources website; works with colleagues to ensure information is accurate.
* Responsible for the front desk reception, responding to general inquiries (in person, telephone, or through the Human Resources email), directs people/questions to the appropriate person, arranges meetings, arranges room bookings, collects, and distributes incoming and outgoing mail, and handles/orders office supplies.
* Responsible for training student employees to cover front desk reception activities.
* Responsible for coordinating, planning, and overseeing the Heart of Trent annually, including organizing and booking event speakers, preparing the schedule, determining who should attend and sending out invites, tracking who is attending, booking accommodations/food/photographer, ordering gifts/flowers, and ensuring the day runs smoothly.
* Maintains and tracks probationary/assessment periods for all new regular and recurring OPSEU/Exempt appointments; follows-up with hiring manager to ensure the required form is completed in a timely manner.
* Hires, trains, and evaluates student staff for the department of Human Resources; oversees, directs, and assigns students daily work activities.
* Prepares, and distributes anniversary letters for all staff to the President’s Office each month.
* Responsible for ensuring all filing is completed and file maintenance is organized according to retention policy.

##### Other

* Participates as an effective member of the Human Resources team.
* Coordinates, plans, develops, and implements projects as required.
* Other related duties and projects as assigned.

#### Education Required:

* Honours Bachelor’s Degree (4 year) in a related field; CHRP designation preferred.

#### Experience/Qualifications Required:

* One (1) to two (2) years of Human Resources experience in a unionized environment required.
* High level of attention to detail, accuracy, and confidentiality required.
* Strong communication skills, both written and verbal.
* Strong client service skills.
* Demonstrated tact, diplomacy, and objectivity.
* Ability to work under minimum supervision and as part of a team.
* Proficiency in the use of MS Office (specifically Word, Excel, and Access) required.
* Experience with an HRIS is an asset.
* Ability to multi-task with proven organizational skills.

#### Supervision:

* Provide guidance by helping new staff to adapt to the work environment or orienting others to work processes and methods on an ad hoc basis.
* Supervise and direct the activities of student employees.

**Job Evaluation Factors:**

##### Responsibility for the Work of Others

Direct Responsibility for the Work of Others:

* Directly responsible for hiring, supervising, evaluating student employees.

Indirect Responsibility for the Work of Others:

* Provides indirect guidance to hiring managers/departments on work processes and issues in field of recruitment and staffing; ensures processes, policies and collective agreements are being followed by the hiring committee.

##### Communication

Internal:

* Manager’s/Supervisors/Directors/Chairs – Communicate at all steps of the hiring process.
* Manager, Budgeting Services – Communicate with the approval of the Hiring Request/Rationale form, explain reasoning of request, provide additional information.
* HR Colleagues – Communicate to everyone surrounding Labour Relations issues, Benefits, Payroll, Pension for new employees, Director/Manager to communicate status of duties or for guidance.
* Internal Staff – Communicate regarding applications to internal positions.
* All Staff & Faculty – questions, concerns, requests.

External:

* External Candidates – Communicate regarding applications to external postings.
* External job posting agencies – Communicate regarding job postings being advertised in the newspaper/ online.

##### Motor/ Sensory Skills

* Fine - Typing /Keyboarding, note taking -Must be able to take accurate notes
* Gross - Using photocopier, filing
* Hearing - Answering the telephone, listening to and directing walk in clients, listening during meetings to take notes - exceptional listening skills required.
* Sight - Greeting clients, typing, reading documents, reading of body language, reading emails etc.

##### Effort

Mental:

* Work involves extended periods of sitting at a desk, or in meetings, requiring sustained concentration.
* Constant/frequent interruptions. Must constantly keep an eye on who is coming in/out of the office, and assist visitors as they come in. When students require assistance, get up to help, answer questions, or answer the phone.

Physical:

* Sitting for long hours.

##### Working Conditions

Physical:

* Sitting for long periods – constant.
* Looking at a computer screen and/or reading documents – constant.
* Standard office environment; required to deal effectively with any complaints, criticism, time pressures, frequent interruptions, and to resolve misunderstandings regarding policy/procedures.

Psychological:

* Interruptions – constant
* Lack of privacy – constant
* Dealing with frustrated individuals – occasionally (hiring decisions - send out rejection letters, people not being called for an interview, unsuccessful in interview etc.)