#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Recruitment & Benefits Advisor

**Job Number:** X-448 | VIP: 1913

**Band:** EXEMPT- 4

**Department:** Human Resources

**Supervisor Title:** Manager, Human Resources / Pension & Benefits Advisor

**Last Reviewed:**  June 2, 2023

#### **Job Purpose:**

The Recruitment & Benefits Advisor will support the Department of Human Resources in achieving effective operations by supporting the recruitment and retention of employees, and benefit administration. 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 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.
* Responsible for setting up new hires and employee changes in the HRIS.

**Benefits**

* Provides support to the Pension & Benefits Advisor, assisting with the administration of all employee benefit plans at Trent; Life, LTD, Extended Health, Dental, Semi-Private, University Health Insurance Plan, Employee Assistance Plan, Leave Programs.
* Inputs benefit selections into HRIS in timely manner to ensure accuracy of employee selections and charges to departments and provider.
* Assists with preparing payment requests for the Sun Life benefits programs and the Health Spending Account.
* Answers questions about employee vacation time and provides calculations of vacation time when requested.
* Acts as a contact person for benefit providers. Has access to systems to maintain data.
* Assists with calculations of flex benefit amounts and notifies the card office of amounts to be given to employees. Sets up contributions in the payroll system.
* Tracks and sends tuition waivers to Student Accounts. Liaise with Pension & Benefits Advisor on employee eligibility and communicates directly with employees as necessary.
* Assists with the maintenance of the HRIS and Sun Life benefits database.
* Provides administrative support for pension projects as the staff plan transitions to the UPP.

##### 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.
* 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.
* Responsible for troubleshooting employee access to the HRIS.

#### 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 administrative experience in a unionized Human Resources environment required.
* Intermediate level computer skills required.
* Excellent customer service skills.
* High level of attention to detail and accuracy.
* Excellent communication skills; demonstrated tact, diplomacy and ability to maintain confidentiality.
* Ability to work under minimum supervision and as part of a team.
* Attention to detail as well as time management / organizational skills and provide excellent customer service to all internal and external clients.