

POSITION DESCRIPTION

Job Title: Recruitment and Retention Officer

Reports To: Director of Human Resources

Approved: January 2011

Revised: January 2024, July 2023

Primary Function:

Under the direction of the Director of Human Resources, the Recruitment and Retention Officer is accountable to plan, develop, and implement the Human Resources functions relating to the recruitment, selection, deployment and retention of Wesway employees in accordance with Wesway's policies and procedures, collective agreements, applicable Ministry guidelines and legislation.

Roles and Responsibilities:

Recruitment

- Develop, review and recommend recruitment, selection, deployment and retention policies, procedures and practices for Wesway that are in keeping with best-practice and legal requirements
- Provide advice and support to Supervisors to determine job requirements and qualifications, recruitment and selection process and options in accordance with applicable legislation, policies and requirements set out in the collective agreement
- Coordinate recruitment and selection processes in accordance with applicable legislation, policies and procedures and collective agreements
- Create job postings and advertisements and determine appropriate external mediums (i.e. newspapers, websites, institutions, associations, etc.). Arrange for advertising or posting job vacancies, both internal and external
- Is the primary contact for Supervisors in hard-to-recruit positions, providing specialized support with targeted recruitment strategies and methods
- Responsible to forecast and plan for recruitment and retention needs on a quarterly basis and make recommendations as required
- Coordinate and participate in various recruitment methods and initiatives (i.e. job fairs, presentations)
- Assist the Director of Human Resources with developing/maintaining job descriptions

Selection

- Screen and short-list applications for unionized positions and for non-union positions as directed by the Director of Human Resources
- Ensure that the functions of selection including short-listing candidates, developing questions and rating systems, arranging and participating in interviews is in accordance with all applicable guidelines and legislation, collective agreements and Wesway policies, procedures and practices
- Coordinate and schedule job interviews and prepare interview packages for selection panel
- Conduct interviews and reference checks, and facilitate selection decision to ensure adherence to applicable legislation and collective agreements for unionized positions. Conduct reference checks as per legislative requirements and company policy
- Maintain competition documentation system
- Ensure competition file is closed and filed upon completion of competition

Hiring and Orientation

- Make job offers on behalf of Wesway and prepare rejection letters for unsuccessful candidates who have been interviewed
- Prepare sign-on packages for new employees
- Complete and ensure the hiring documentation process with new employees (contracts and related forms, confidentiality agreement)
- Ensure proof of qualifications (i.e. CPR/First Aid) and follow-up of conditions of employment (i.e. Criminal Reference Checks)
- Ensure effective communication to other staff regarding new hires/changing staffing information
- Conduct and coordinate orientation sessions for new employees

Administrative Duties

- Accountable for input into the HRIS human resources information management system. Manage, track, and input records related to all aspects of employment, including training records, hiring documentation, certifications, performance, and internal status changes for employees
- Input, track, record and report recruitment and retention related statistical data as required
- Responsible for the preparation and analysis of statistics, identification of trends and preparation of recommendations/solutions
- Participate in the development of policies and procedures and/or practices as required

Personal and Professional Development

- Actively pursue relevant training opportunities related to professional learning needs as identified in the performance review process
- Keep abreast of new developments and trends in human resources and recruitment practices through review of professional literature and participation in professional development opportunities as required and available

Other

- As a member of the human resources team, is cross-trained in multiple job functions within the department to provide effective coverage and support to other human resources staff members
- Participate in other agency committees and projects as required
- Other duties as assigned

Qualifications

- University degree or college diploma in Human Resources from a recognized academic institution, and a minimum of two years experience in a Human Resources generalist capacity including experience in recruitment practices
- A demonstrated understanding of legislation and issues related to recruitment, selection and employment is required
- Strong written and oral communication, interpersonal and organizational skills are required
- A strong background and working knowledge of Microsoft Office and Human Resources Information Systems (HRIS)
- Ability to function both independently and in a team environment
- A CHRP/CHRL designation would be a definite asset
- Must work in compliance with the provisions of the Ontario *Occupational Health and Safety Act* and the Regulations pursuant to it
- Able to work flexible hours (evenings and weekends) as required
- A valid driver's license and access to a reliable vehicle is required