

**CONTROLLED DOCUMENT**

Document Name	<b>Job Description – Talent Acquisition Specialist</b>		
Reference / Version	V: 0.2	Owner	People & Culture
Publish Date	TBD	Classification	Internal



<b>Last updated:</b>	March 3, 2025
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**Job Specifications:**

<b>Job Title:</b>	<b>Talent Acquisition Specialist (Bilingual French preferred) (Mat Leave 12-month contract)</b>
<b>Location:</b>	Canada (Remote)
<b>Reports to:</b>	Talent Acquisition Manager
<b>Travel Requirements:</b>	As needed – limited travel is expected

**Role Summary:**

The Talent Acquisition (TA) Specialist is an integral role at WCG, it supports strategic growth by working as part of the TA team to developing talent strategies, lead recruitment marketing, and attracting talent through social media. As part of the People & Culture team, this role manages a busy portfolio, focusing on candidate and employee experience throughout the recruitment cycle, from vacancy to onboarding. This role also builds positive relationships with WCG leaders, the P&C team and industry partners to ensure that TA work is directly aligned to the goals of WCG Canada.

**Success Measures:**

<b>Customer/ Stakeholder Satisfaction</b>	<ul style="list-style-type: none"> <li>• Strong relationships built with hiring managers and P&amp;C across the organization's departments and programs</li> <li>• Understands the business needs of operations including hiring deadlines, the hiring process, and ensuring proactive hiring is done</li> <li>• Works to position WCG as an employer of choice in each of our markets</li> <li>• Sources talent that is aligned to the values and work of WCG</li> </ul>
<b>Financial Performance</b>	<ul style="list-style-type: none"> <li>• Adheres to budgets</li> <li>• Understands costs associated with posting within industry and social media and works with Manager TA or Operations to authorize</li> </ul>
<b>People &amp; Team Satisfaction</b>	<ul style="list-style-type: none"> <li>• Quality of hire</li> <li>• Hiring manager satisfaction</li> <li>• Candidate and employee experience satisfaction</li> </ul>
<b>Operational Performance</b>	<ul style="list-style-type: none"> <li>• Qualified candidates per opening</li> <li>• Time to hire</li> <li>• Offer acceptance rate</li> </ul>



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	<ul style="list-style-type: none"> <li>• First year turnover rate</li> </ul>
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**Key Responsibilities:**

<b>Recruitment Strategy</b>	<ul style="list-style-type: none"> <li>• Works with TA Manager to ensure work and goals are aligned with APM and WCG business objectives.</li> <li>• Works with TA Manager to build scalable and engaging recruiting strategy for the organization,</li> <li>• Develop recruitment goals, objectives, and processes; continuously working to improve the talent acquisition services</li> <li>• Stay current on hiring trends and leverage industry compensation data and benchmarks to inform WCG’s talent acquisition strategy</li> <li>• Works closely with TA team to stay updated on labour market and competitor data. Is proactive working with operations for difficult to hire roles.</li> </ul>
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Build strong relationships with hiring managers; which includes regular meetings to understand current and future need and providing exceptional customer service</li> <li>• Manage recruiting agency and job board relationships</li> <li>• Develop and maintain relationships with potential candidates</li> <li>• Work collaboratively with P&amp;C team to ensure a seamless recruiting and onboarding experience</li> <li>• Works as a partner of the larger P&amp;C team to ensure all goals are met, and steps in to assist the team when required</li> <li>•</li> </ul>
<b>Recruitment &amp; Marketing</b>	<ul style="list-style-type: none"> <li>• Manage the full cycle recruitment process, including: job description creation, recruitment &amp; position strategy development with leaders screening, selection, interview, rating, document management, references, security clearance and offer negotiation</li> <li>• Is responsible for active management of the job posting, social media/advertising and candidate experience. Direct outreach/sourcing of national candidates to build talent pipeline independently and with industry partners</li> <li>• Create, execute and monitor provincial and national recruitment marketing campaigns to ensure rapid time to hire</li> <li>• Works with the TA Manager to design and deliver mass hire options to meet growing business needs.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Ensure that all TA templates and other recruitment-related documentation are accurate and organized. Contributes to review and updates to remain current</li> <li>• Attendance and leadership at career fairs, industry partners, and trade shows (online or in-person)</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Uses digital analytics from HRIS systems to inform work and reports. WCG uses Smart Recruiters to track and report on TA activity.</li> <li>• Works with the TA Manager to provide weekly and monthly recruitment reporting, metrics, &amp; analytics to P&amp;C and WCG Leadership teams</li> <li>• Maintain accurate and current information for the status of all recruitment activities</li> <li>• Meets regularly with internal clients to report on progress, ensure a solid understanding of recruitment delivery time and service needs</li> </ul>
<i>Other related duties as required, including going beyond the job description when necessary to support the P&amp;C Team.</i>	

**Required Competencies:**

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| <ul style="list-style-type: none"> <li>• Action oriented</li> <li>• Approachability</li> <li>• Collaboration</li> <li>• Problem solving</li> </ul> | <ul style="list-style-type: none"> <li>• Relationship management</li> <li>• Time management</li> <li>• Verbal communication</li> <li>• Written communications</li> </ul> |
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**Essential Requirements:**

- Completion of college or university certificate, diploma, or degree in Business Administration, Human Resources or a comparable combination of directly related training and education
- Three (3) + years’ experience as a recruiter, with in-depth knowledge of recruitment best practices. Experience working in a centralized TA function for a similar size company.
- Previous experience with employer branding and recruitment marketing, including use of social media and other talent acquisition attraction services. Experience with training and educating leaders/employees on TA process including use of HRIS software
- Familiarity with Applicant Tracking Systems (ATS) and Human Resources Information Systems (HRIS). Experience with Smart Recruiters is an asset
- Friendly, professional and personable demeanor to work all levels of staff and candidates
- Passionate about Talent Acquisition work with an understanding of the impact that P&C employees can have on organizational success
- Personal passion for the values and work of WCG, including an understanding of how employment can change lives, and the impact it can have on people and families

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- Strong attention to detail skills with process and people is essential, including the ability to determine differences in skills and abilities of candidates and determine the best fit.
- Ability to assist leaders through difficult choices ensuring fair and merit-based HR best practices are in place, and that decisions are aligned with HR legislation.
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**Preferred Criteria:**

- Fluency in (French)) is preferred
- Designation in Recruitment, TA or CPHR is preferred
- Qualified candidates that belong to employment equity groups is preferred

**Equity Employment Statement:**

WCG is committed to having a workforce that is representative of our communities and the people we serve. Candidates should identify if they belong to the following employment equity groups including Indigenous people, visible minority peoples, persons with disability and women.