#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Recruitment & Job Evaluation Advisor

**Job Number:** X-369 | VIP: 1512

**Band:** EXEMPT- 4

**Department:** Human Resources

**Supervisor Title:** Manager, Human Resources

**Last Reviewed:**  May 6, 2022

#### **Job Purpose:**

Reporting to the Manager, Human Resources, this position is responsible for the OPSEU/Exempt/Research recruitment process and overseeing the OPSEU/Exempt job evaluation program to support the recruitment and retention of employees and legislative compliance.

#### Key Activities:

***Recruitment:***

1. Accountable for all Human Resources recruitment and staffing functions, including the hiring approval process, development of job postings, and appointment letters.
2. Interprets for and consults with managers/supervisors/staff about human resources policies/procedures and Collective Agreements.
3. Ensures 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.
4. 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.
5. Uses judgment to determine potential Labour, Human Rights, or Equity issues; advises Recruitment & Compensation Advisor and the Manager, Human Resources and Labour Relations of potential issues.
6. 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.
7. Works with the hiring manager to revise, up-date, and/or create job postings; assess if changes are substantial and impact the banding.
8. Provides advice to hiring manager to determine where, when, and for how long posting 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. Monitors job competitions and reviews selection processes to ensure that all staffing policies and procedures are followed and that selection decisions are defensible.
14. 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.
15. Creates appointment letters for all staffing changes, including new hires, changes in position, contract extensions, temporary upgrades, etc.
16. Tracks, maintains, and sends OPSEU the monthly staffing report, including copies of all appointment letters, as specified under the collective agreement.
17. Responsible for preparing, and collecting payroll information for new hires, contract extensions, temporary upgrades, and all position changes for all OPSEU/Exempt employees; ensures all required documents, such as the signed appointment letter, payroll forms, hiring approval form, and correspondence are submitted to the Payroll office on time for Payroll processing.
18. Ensures all payroll related activities are accurate and complete; attention to detail and accuracy required to ensure any errors are flagged and resolved in a timely manner.
19. Maintains the employee/position database (“white sheets”) on a timely basis for all Exempt and OPSEU employees; updates new hires, job evaluation changes, position changes, salary changes, name changes, direct report changes etc.

***Job Evaluation:***

1. Leads the OPSEU and Exempt job evaluation process using the existing tool; provides guidance and advice (i.e. requirements, necessary paperwork, timeframes, sequencing of steps) to Managers/Supervisors and staff regarding job evaluation policies and procedures.
2. Conducts research and investigates historical data, qualifications, and precedent to support job evaluation process and outcomes.
3. Co-ordinates all requests for review for OPSEU and Exempt positions; receives, tracks and reviews written submissions to ensure sufficient information/documentation has been provided; reserves meeting room for committee members to meet; prepares and distributes monthly JJEC meeting agendas; contacts submitters and schedules JJEC meeting presentations/verbal submissions; determines, and disseminates relevant documentation to JJEC members to review prior to scheduled meeting.
4. Reviews all requests for new positions, substantially altered job postings, temporary upgrades, pre-submission reviews, budget estimates, etc.
5. Prepares JJEC decision package; prepares reclassification letters in accordance with relevant entitlements.
6. Responsible for updating job descriptions, including ensuring they are in an AODA accessible format.
7. Responsible for updating, monitoring, and maintaining the job description website.
8. Reviews all proposed position title changes or position titles for new jobs, with a view to ensuring organization-wide consistency, and recommends changes, as appropriate.
9. Accountable for ensuring an effective and accurate position control system for the university. Responsible for data management and integrity, and documentation. Develops and implements processes to ensure position control is kept up-to-date and integrated with related HR and Payroll functions.
10. Ensures that all positions are appropriately coded for Employment Equity purposes under the National Occupational Classification system.

***Immigration:***

1. Provides timely assistance and advice to Trent Managers, Deans and Directors on matters such as recruitment and application requirements for international employees.
2. 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.
3. Responsible for completing appropriate documentation for International Employees applying for a work permits, work permit extensions, or permanent Residency. Notifies the CIC of changes to terms and conditions of Work Permit employees as required.
4. Responsible for notifying managers, Deans, Directors of special requirements regarding terms and conditions of employment for individuals employed on a work permit. Ensures Trent complies with the terms of the Work Permit awarded to staff and faculty.

***Human Resources:***

1. Acts as a backup to other Human Resources employees in a generalist capacity and provides administrative support to labour relations, including data gathering, meeting coordination, notetaking, drafting proposals/briefings and updating the database/library.
2. Assists with the implementation of the HRIS by providing input and support to the recruitment, job evaluation, training and labour relations phases, including data gathering, meeting coordination, notetaking and employee training.
3. Assists in identifying and analyzing data to identify appropriate training and development for all employee groups at the University.
4. Responsible for coordinating the Staff and Management training and development workshops, including developing the schedule, posting the development schedule, taking registrations, booking rooms, sending out email reminders, etc.

***Other:***

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

#### Education Required:

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

#### Experience/Qualifications Required:

* 1-2 years of recruitment and job evaluation 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 and Excel) required; experience with an HRIS an asset.
* Ability to multi-task with proven organizational skills.