

### Who are we?

VGH & UBC Hospital Foundation is Vancouver Coastal Health's primary philanthropic partner, raising funds for specialized adult health services and research for all British Columbians. We partner with donors to drive innovation and sustainable health care at VGH & UBC Hospital, GF Strong Rehab Centre, Vancouver Coastal Health Research Institute and Vancouver Community Health Services. Further information about the Foundation is available at [www.vghfoundation.ca](http://www.vghfoundation.ca).

The People & Organizational Effectiveness team is responsible for cultivating a passionate, collaborative and diverse environment to elevate our staff to their highest potential. With people at the heart of everything we do, we bring together the best and the brightest to drive strategic solutions to support the success and growth of our dynamic, high-performing Foundation staff. We set and implement the Foundation's people strategy, partnering with business leaders to ensure the Foundation hires, retains and develops a diverse and engaged staff. In addition to the full range of human resources activities, the department is also accountable for office and facilities management, health & safety, and front desk support.

### What's the opportunity?

The Talent Acquisition Specialist manages the full recruiting lifecycle across a variety of open roles, helping management source and hire quality talent, while providing best in class candidate experience. They play an integral role in the quality of hire and the growth of the Foundation by understanding the needs of hiring managers and sourcing the best talent to fill open positions.

Under the leadership of the HR Manager, the Talent Acquisition Specialist is responsible for researching, developing and implementing effective recruiting and staffing strategies to attract and maintain a diverse pool of qualified and capable talent for the Foundation.

#### Responsibilities:

- Manages a portfolio of 20-30 recruitments per year
- Works closely with hiring managers to gain a comprehensive understanding of the Foundation's hiring needs for each open position, and meet competitive hiring goals and expectations
- Supports hiring managers by offering expertise and best practices related to the recruitment and selection process, recommends the more appropriate job platforms to attract a diverse and qualified candidate pool, assists with the development of interview questions and assessments, and drafts interview questions based on Foundation's competency framework
- Develops job postings and advertises vacancies on the most appropriate job platforms, such as social media and job boards, based on the nature of the role and the desired candidate profile
- Sources and screens potential candidates through online channels (e.g. LinkedIn and professional networks)
- Manages the interview process (ensures qualified candidates are thoroughly vetted before presenting, ensures quick turnaround on requests to schedule interviews, debriefs with interview panelists, and provides timely feedback to candidates)
- Conducts reference checks, drafts and extends offer letters to successful candidates, conducts salary negotiations and provides a consistent candidate experience, with good communication and professional interactions
- Collects data to maintain current statistics for recruiting practices such as time to fill positions, sources of successful candidates, etc.

## What do you bring?

- Proven work experience as a recruiter (either an in-house recruiter or a staffing agency recruiter)
- Hands on experience with various selection processes (video interviewing, phone interviewing, reference check etc.)
- Commitment to customer service and providing a positive candidate and hiring manager experience
- Experience identifying strategic recruitment opportunities
- Self-starter, strong project management skills and organizational skills
- Excellent communication and interpersonal skills
- Proven ability to successfully present and negotiate offers of employment.
- Strong decision-making skills
- Ability to work in a performance/metric-driven environment where quality/quantity of hires, hiring manager/candidate experience, time to fill, diverse slates and requisition load are measured
- Ability to organize skills assessment centres (work samples, psychometric tests, etc.)

## What do we offer?

This is a full time, 12-month contract position, with the possibility of extension. The successful person can expect a competitive base salary between \$61,418 and \$69,793, depending on experience. Additional variable pay, benefits, pension, flexible working arrangements, investment in professional development and subsidized access to fitness, cycling and parking facilities all contribute to a top-notch total rewards package.

## To apply

If you possess the qualifications and experience indicated, **please email your resume and cover letter in a single pdf file, with your name and “Talent Acquisition Specialist”** in the subject line and file name, **by 9:00 am by May 30<sup>th</sup>, 2022** to [hr@vghfoundation.ca](mailto:hr@vghfoundation.ca)

We welcome applications from anyone who is eligible to work in BC and fully vaccinated against COVID-19. We encourage applications from Indigenous people, people with disabilities, BIPOC and racialized individuals, people of minority sexual orientation or gender identity, and others who may contribute to the Foundation's organizational diversity and who share the Foundation's values.