#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Human Resources Consultant

**Job Number:** X-464 | VIP: 1970

**Band:** EXEMPT-5

**Department:** Human Resources

**Supervisor Title:** Manager, Human Resources

**Last Reviewed:** March 20, 2024

#### **Job Purpose:**

Reporting to the Manager, Human Resources, this position is responsible for leading recruitment, retention, onboarding, and training initiatives across the University. The incumbent will ensure proactive, positive, and progressive programs by conducting research, developing programs, consulting with internal/external stakeholders, providing strategic advice to managers and employees, and will facilitate/promote effective recruitment, on-boarding, and training programs University wide, while ensuring compliance with Legislation, Policies and Collective Agreements.

#### **Key Activities:**

##### Recruitment, On-boarding & Retention

* Leads the university’s recruitment, on-boarding & retention programs and practices in alignment with institutional goals and priorities.
* Responsible for evaluating and making recommendations to improve the effectiveness of recruitment, on-boarding, and retention practices to remain competitive with the market and compliant with employment standards, human rights legislation, as well as all University policies and procedures, and commitments within Collective Agreements.
* Provides strategic advice, recommendations, and training on effective recruitment practices to managers, employees, and other departments to meet the strategic goals of the university.
* Uses judgment to identify and offer solutions of potential Labour, Human Rights, Equity or compliance issues.
* Works closely with hiring managers to review internal applications and hiring recommendations across the university.
* Working with the Manager, Human Resources, acts as an integral part of the implementation and on-going maintenance of the university’s applicant tracking system and recruitment module in the HRIS.

##### Immigration

* Provides timely assistance and advice to managers, deans, and directors on matters such as recruitment and application requirements for international employees.
* 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.
* Responsible for completing appropriate documentation for international employees applying for a work permit, work permit extensions, or permanent residency. Notifies the CIC of changes to terms and conditions of work permit employees as required.
* Responsible for notifying managers, deans, directors of special requirements regarding terms and conditions of employment for individuals employed on a work permit. Ensures the University complies with the terms of the work permit awarded to employees.

##### Training, Development & Employee Engagement

* Leads the University-wide development and continuous improvement of comprehensive training strategy to ensure strategic alignment of training and development organizational goals.
* Responsible for measuring and evaluating the effectiveness of the training delivered to continually improve programming.
* Work with managers, supervisors and chairs to determine performance, skill and knowledge gaps and recommend training and development to drive University wide capability and performance management.
* Build and maintain strong relationships with key internal and external partners to identify and develop training opportunities (i.e. student support certificate, EHRO, external companies).
* Develops and maintains effective on-boarding processes across the university.
* Manage the OPSEU Career Development Program: administers and provides suggested improvements on the Career Development Program (OPSEU): reviews all contract opportunities to determine if those in the plan would be appropriate for the role; meets with those in the program to finalize their Career Development Plan and determine suitable opportunities. Explain process to department managers, and work with them to review suitable internal candidates. Works with Career Counselor to ensure program goals are met.
* Provides assistance to university departments to arrange mandatory and non-mandatory training requirements.
* Works closely with the Manager, Human Resources to implement and maintain training records and learning management system documentation in the HRIS.
* Monitor and follow up with employee training records to ensure compliance with regulatory requirements.
* Responsible for 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.
* Responsible for coordinating, planning, and overseeing New Hire Orientation annually.
* Responsible for administering the Leadership Development Programs: arranges meetings, prepares letters, and responds to enquiries.
* Act as Trent’s representative on the Organizational Development Network; regularly utilize network to investigate training needs and opportunities at Trent.
* Identify issues and solutions related to employee engagement.

#### Education Required:

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

#### Experience/Qualifications Required:

* Five (5) years of Human Resources experience overseeing recruitment and training programs in a unionized environment required. Preference given to those with immigration experience/training.
* 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, Excel, and Access) required.
* Experience with an HRIS is an asset.
* Ability to multi-task with proven organizational skills.

#### Supervision:

* Provide guidance to HR Advisors, Managers and Departments on recruitment, on-boarding, and training processes.
* Supervise and direct the activities of student employees.