

Position Identification			
Position Title	Talent Advisor		
Position Replaces	Strategic Talent Attraction Specialist I, II, III		
Position Level	Employee	Position Code	1507
Pay Band	Exempt Band 3	Date (last revised)	Jan-24
Supervisor Title	Manager, People and Culture Operations	Sup. Position Code	1535
Additional Requirement	CRC	N/A	
Division	People & Culture	Flexible Work Arrangement	Flexible Work

Organizational Description
<p>BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.</p> <p>Our Mission: Delivering transportation services you can rely on</p>

Department Summary
<p>People are the heart and soul of BC Transit, P&C Exists to champion humanity, equity, and passion, one interaction at a time. What we do matters.</p> <p>The Talent team are ambassadors who champion the work of BC Transit and are passionate about realizing the organization's needs through talent attraction. As strategic partners, we influence and guide both People Leaders and candidates to match the right people to the right job at the right time. Regardless of the outcome, we want all candidates to yearn to be the future of BC Transit through an exceptional candidate experience.</p>

Job Overview
<p>Reporting to the Manager, People and Culture Operations, and working with the broader Talent Team, the Talent Advisor plays an essential role in the design, implementation and execution of the overall talent attraction strategy, in alignment with the business objectives in both BC Transit's Strategic Plan and People and Culture Plan.</p> <p>The position has a primary focus on building and maintaining strategic external relationships, as well as thinking outside traditional talent attraction strategies, in order to proactively attract the best talent for both current and future BC Transit positions</p>

Key Accountabilities and Expectations	
Key Accountability	Expectation
Recruitment	<ul style="list-style-type: none"> • Leads the full cycle recruitment process and partners with hiring managers to develop a thorough understanding of their strategic and hard to fill talent needs • Develops and executes a recruitment plan with deliverables, timelines and a formal tracking process • Designs and executes creative, multi-channel opportunities for sourcing passive and active candidates for strategic and hard to fill positions • Develops a talent pool and maintain a high-quality candidate pipeline using effective and creative sourcing strategies • Understands the competitive labour market and effects that has on recruitment at BC Transit; be able to make recommendations to capitalize on opportunities for recruitment and retention initiatives
Strategic Focus	<ul style="list-style-type: none"> • In partnership with the Manager, People and Culture Operations, develops and implements strategic projects and priorities to advance and strengthen the talent attraction function and align with the organization's business needs • Recommends recruitment ideas and strategies, implementing any new processes and fine tuning standard processes • Analyzes relevant data to assess talent attraction strategy return on investment (ROI) within given client groups • Identifies trends, competitive activity and recommend improvements to recruitment plans within given client groups
Financial Management	<ul style="list-style-type: none"> • Assists with the development and management of the annual recruitment budget, monitors expenses and reports on budget utilization
People Leadership	<ul style="list-style-type: none"> • May supervise a team of People and Culture Coordinators
Additional Duties	<ul style="list-style-type: none"> • Works with stakeholders to create detailed and compelling job descriptions, regularly reviews job descriptions to ensure accuracy and relevance prior to posting • Implements and drives employment branding initiatives in recruitment-related processes and activities including community outreach and career fairs, that support strategic objectives such as enhancing the diversity of the applicant pool • Performs related duties in keeping with the purpose and accountabilities of the job

Summary of Qualifications and Job Specific Competencies

Education	<ul style="list-style-type: none">• Post secondary certificate, diploma or university degree in Human Resources, Business or Management or a related field
Experience	<ul style="list-style-type: none">• Five (5) years related experience• Experience working in a unionized environment an asset• Thorough knowledge of current human resources best practices and provincial legislation with a focus on strategic recruitment practices• An equivalent combination of education and experience may be considered
Key job-specific competencies	<ul style="list-style-type: none">• Effective oral and written communication skills• Proven ability to work in a team and collaborate with others to foster supportive working relationships