

Posting #25-040EM

Lead, Talent Acquisition Office of Shared Services Regular, Full-time

Purpose

Reporting to the Director, Office of Shared Services, and receiving technical support and guidance from the Senior Human Resources Partner, the Lead, Talent Acquisition provides operational oversight and leadership to the talent acquisition team and a Human Resources Assistant. The Lead, Talent Acquisition ensures provision of continuous improvement and exceptional service delivery as part of a larger service focus, while also supporting full-cycle talent acquisition for the University. This position is responsible for developing and executing effective recruitment strategies to attract, hire, and retain top talent aligned with the organization's goals and culture. This role oversees the end-to-end talent acquisition process, builds strong employer branding initiatives, and partners with hiring managers to identify workforce needs. The Lead, Talent Acquisition ensures a positive candidate experience, drives diversity and inclusion efforts, including efforts in Indigenization, and leverages data and insights to optimize recruitment outcomes and support business growth. This position also oversees the job evaluation process for exempt and union staff, in accordance with university policies and procedures.

Responsibilities

Duties include but are not limited to:

- Overseeing the recruitment process for exempt and unionized staff, maintaining adherence to guidelines, collective agreements, laws, and recommended practices;
- Overseeing the day-to-day work of the HR Assistant who provides support on recruitment activities, as well as broader HR administrative functions such as records management, supporting onboarding and offboarding processes, general employee support, and responding to routine HR inquiries.
- Conducting high-volume full cycle talent acquisition including posting, sourcing, screening, and interviewing;
- Ensuring accurate and up-to-date talent-tracking information;
- Acting as a subject-matter expert providing talent acquisition advice and guidance to internal stakeholders;
- Working collaboratively with each hiring manager to understand job requirements and expectations;
- Collaborating with senior leaders to forecast staffing requirements, align project objectives, and manage risks and strategies;
- Creating effective recruiting strategies, managing job postings, maintaining talent pools, and tracking recruitment metrics to achieve targets;
- Supervising, mentoring, providing leadership, and overseeing the development of direct reports by setting individual development objectives and key results to support departments and University strategies and objectives;
- Collaborating with Shared Services colleagues as well as Human Resources (HR), Information Technology Services (ITS), Finance, and other areas of the institution to align service delivery with institutional needs and best practices, and to develop training plans to achieve cross collaboration and excellence in service (approach and practices); and

- Building strong relationships with key stakeholders and community partners to support diversity and optimize talent acquisition efforts.

Specific accountabilities include:

Strategic Planning and Leadership

- Partnering with senior leadership, Shared Services, and HR teams to understand business goals and workforce requirements, translating them into a comprehensive talent acquisition strategy;
- Designing and executing strategies to enhance the organization's employer brand, ensuring the company is positioned as an employer of choice in the market;
- Collaborating with marketing and communications teams to promote the company's culture, values, and employee value proposition (EVP);
- Developing innovative sourcing strategies to attract top talent, leveraging technology, partnerships, and diverse talent pipelines;
- Implementing metrics-driven approaches to evaluate and optimize recruitment strategies, ensuring alignment with organizational goals; and
- Identifying opportunities for automation and optimization of talent acquisition processes.

People Leadership

- Leading, mentoring, and developing a high-performing talent acquisition team and Human Resources Assistant;
- Setting clear performance and service goals, providing regular feedback, and creating opportunities for professional growth within the team; and
- Fostering a culture of service, continuous improvement, cross-collaboration, and innovation.

External Relations and Engagement

- Establishing and maintaining relationships with external talent sources such as universities, professional organizations, and industry groups;
- Developing and implementing talent acquisition strategies that prioritize diversity, equity, and inclusion;
- Ensuring recruitment practices are free from bias and promote equal opportunity;
- Partnering with DEI teams to monitor progress and recommend improvements in achieving diversity hiring goals;
- Serving as a strategic advisor to business leaders on all matters related to talent acquisition;
- Collaborating with Shared Services, HR, Finance, and operations teams to ensure recruitment aligns with broader organizational priorities; and
- Communicating progress, challenges, and opportunities to stakeholders through regular reporting and insights.

Financial and Administrative Leadership

- Establishing and monitoring key performance indicators (KPIs) to measure recruitment success, including time-to-fill, cost-per-hire, and candidate satisfaction;
- Developing and managing the talent acquisition budget, ensuring efficient allocation of resources and alignment with organizational priorities;
- Monitoring recruitment expenses and implementing cost-saving initiatives without compromising quality or candidate experience;

- Conducting regular analyses of recruitment costs, including cost-per-hire, time-to-fill, and advertising expenditures, to identify opportunities for improvement; and
- Overseeing the Enterprise Service Management (ESM) administration components that relate to the Talent Acquisition Department.

Governance

- Ensuring all recruitment activities comply with local, regional, and global employment laws and regulations;
- Developing and implementing policies to mitigate risks associated with recruitment, including confidentiality, data protection, and fair hiring practices; and
- Regularly reviewing and updating recruitment policies to align with changes in labor laws and organizational priorities.

Qualifications

The successful candidate will possess an undergraduate university degree, preferably in a related field, have a minimum of 5 years of direct talent acquisition experience, preferably in a unionized environment, and a minimum of 2 years of experience in leading teams from a continuous improvement and customer service perspective. This person will have the ability to provide training and/or mentorship to direct reports.

An equivalent combination of education and experience will be considered.

The successful candidate will possess:

- Specialty in Human Resources; CPHR or RPR designation or working towards designation is an asset;
- Expertise in recruitment best practices, including sourcing, interviewing, employer branding, and using HR technology and social media;
- Customer service / continuous improvement leadership mindset;
- Leadership and mentorship skills with the ability to build trust, drive change, and align teams with organizational goals;
- Strong oral and written communication skills;
- Highly organized, detail-oriented, and adept at multitasking, problem-solving, and ensuring compliance with labour laws; and
- Ability to maintain strict confidentiality.

Salary

The starting salary will be determined with consideration of the successful candidate's relevant education, skills, and experience. The annual salary range for this position is \$80,000 to \$95,000.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, as well as employee training and development opportunities. For more details please see <http://www.unbc.ca/human-resources/employee-benefits>.

Normal hours of work will be 8:30am – 4:30pm, Monday to Friday.

Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading Post-Secondary institution.

To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at employeeewellbeing@unbc.ca. Any personal



information provided will be maintained in confidence.

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #25-040EM in the subject line to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca
Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

Priority will be given to applications received by July 23, 2025. Applications will be accepted until the position is filled.

