

TITLE: **Consultant, Talent Acquisition Services (TAS)**CLASSIFICATION: **Human Relations 1****ORGANIZATIONAL CONTEXT**

The Public Service Commission provides human resources services to the Government of Alberta. It leads the development, implementation, and maintenance of policies and programs that ensure Alberta has a professional, non-partisan, diverse and inclusive public service that proudly serves Albertans. This is achieved by providing expert advice, strategic leadership, and stewardship as well as developing and delivering innovative supports and services to Alberta Public Service (APS) employees.

In alignment with the APS *One-government. One-employer. One-HR.* vision, the HR framework and business excellence services encompass an array of HR functions to foster an agile, productive and engaged APS to serve Alberta today and into the future. HR functions range from Talent Acquisition, Classification, Compensation and Benefits, and Employee Relations, to Organizational Effectiveness, Leadership and Learning, Workforce Planning and Analytics, Wellness, Health and Safety, and Strategic Policy. In addition, PSC is responsible for leading a coordinated approach to APS internal communications, designing and managing the GOA Jobs Website, and promoting a consistent approach to public agency governance, recruitment and compensation.

JOB OVERVIEW

The primary accountability for TAS Consultant is to provide strategic advice, recommendations, and consultation to clients who require support in attracting, hiring, onboarding, and retaining talent with the right skills to support their operational needs now and into the future.

The TAS Consultant, reporting to a Team Lead or Manager, leverages their experience in recruitment and talent sourcing to attract high quality applicants to participate in assessment processes that match business needs with qualified applicant's skill sets.

As part of the TAS Branch, the Consultant works collaboratively with colleagues to support business leaders across the APS to ensure all roles and initiatives are resourced to support the enterprise in obtaining its organizational goals.

ACCOUNTABILITIES

- **Consult with hiring managers to identify and scope recruitment needs to develop and implement effective sourcing strategies.**
 - Develops relationships with assigned clients to understand their current business and workforce as well as emerging trends that may impact type of skills sets required within the workforce
 - Develops talent sourcing strategies based on client's culture, operational needs, and assessed gaps in current technical and behavioral competencies
 - Applies the applicable legislation, regulations, policies, principles, and union agreements that govern staffing within the Alberta Public Service to all talent acquisition and mobility activities;
 - Development of competency based assessment methodologies
 - Identification of candidate pools
 - Extending and negotiation offers of employment
- **Optimizes all talent acquisition and mobility tools, systems and resources ensuring the accuracy and consistency of stored data can be utilized for branch initiatives such as metrics and reporting.**
 - Ensures databases and tracking tools are updated with information on a timely basis
 - Ensures electronic competition files are maintained in alignment with policy and procedure
- **Utilizes applicant data to support the development of candidate maps and talent pools for all positions within the APS**
 - Supports the development, implementation, and continuous innovation of the use of candidate pools and pipelines to support the talent needs of the APS
 - Actively mines explores candidate pools to identify high quality talent
- **Participates in special projects as required**
 - Supports attraction and marketing initiatives such as the Ambassador program, career fairs or other events, social media campaigns, campus specific strategies etc.
 - Supports enterprise intern programs and initiatives such as; Policy Intern Program, Aboriginal Intern Program, Summer Intern Program, etc.
 - Supports business process redesign projects as working member
 - Other duties as assigned

Optional Ministry Specific Accountabilities:

- This position will support the implementation of a new service delivery model for the branch and will be called upon to provide information and recommendations based on its assigned area of expertise

Career Group:

Job Class:

Job Stream:

Occ Code:
Job Code:

Date Updated:

JOB REQUIREMENTS (EDUCATION AND TECHNICAL EXPERIENCE)

- Completion of related diploma or degree in business, social sciences or equivalent.
- Knowledge of legislation, policies, procedures, principles, and collective agreements that govern human resources practices in the Alberta Public Service
- Experience with applying various interview strategies, techniques, and practices
- Excellent communication skills: written, verbal and listening
- Ability to work autonomously to develop and manage project plans
- Ability to create partnerships and build strong working relationships
- Ability to identify risks and opportunities, and influence outcomes
- Ability to clearly articulate messages to a variety of audiences
- Ability to identify and manage anticipated resistance
- Ability to support and engage leaders

BEHAVIOURAL COMPETENCIES

- Creative Problem Solving – The incumbent is required to have the ability to assess options and implications in new ways to achieve outcomes and solutions. This is accomplished through asking questions to get a deeper understanding on the present issue and by looking for ways to new ways improve activities and results.
- Agility – The incumbent must be able to anticipate, assess, and readily adapt to changing priorities, maintain resilience, and work effectively in changing environments. This is accomplished through taking opportunities to change how work is done, anticipating changing environmental demands and obstacles, and changing behavior to improve service.
- Develop Networks – The incumbent must be able to proactively build networks, connecting and building trust in relationships with stakeholders. This is accomplished through proactively identifying relationships that need to be developed and ensuring a wide range of clients, colleagues, applicants, and stakeholders are contacted through informal or casual mediums.