

## POSITION ANNOUNCEMENT

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| <b>JOB TITLE</b>       | <b>EXECUTIVE TALENT SOURCING &amp; ACQUISITION SPECIALIST</b> |
| <b>TYPE OF VACANCY</b> | <b>CONTRACTUAL</b>  |
| <b>DEPARTMENT/UNIT</b> | <b>HUMAN RESOURCES</b>  |
| <b>REPORTS TO</b>      | <b>VICE PRESIDENT, HUMAN RESOURCES</b>                        |

**SUMMARY:** The Executive Talent Sourcing Specialist (ETSS), is responsible for overseeing, managing and administering the University’s Talent Sourcing & Acquisition strategies. The ETSS will plan, lead, direct, develop, and coordinate the policies, and activities for the talent sourcing unit of the Human Resources department. Accountabilities will also include developing and sustaining an “A Class” talent pipeline and to improve turnaround time to fill vacant positions.

**DUTIES & RESPONSIBILITIES:** The position of Executive Talent Sourcing Specialist (ETSS) is required to perform a variety of tasks including but not limited to the following:

- **Sourcing:** Identify and coordinate high-caliber candidates for faculty and administrative positions by implementing best practices in hiring and talent management. Oversee proactive candidate pipeline development and care initiatives across various departments; perform needs assessments in collaboration with Hiring Managers; execute and uphold talent acquisition processes. Employ sourcing tools to attract and retain top talent.
- **Process Improvement (Sourcing and Talent Acquisition):** Enhance recruitment procedures and ensure recruiter accountability through the creation of talent acquisition processes and metrics. Monitor and report key sourcing operational performance analytics.
- **Policy Development:** Formulate policies related to sourcing and talent acquisition that align with legal requirements and industrial agreements. Implement procedures for policy interpretation, communication, and enforcement across all sectors of the university.
- **Strategic Manpower Assessment:** Engage with internal stakeholders to identify skills gaps and areas requiring competency enhancement and provide recommendations for training and development initiatives aimed at enhancing the current talent pipeline. This approach is designed to positively influence the retention of productive and forward-thinking employees.
- **Technology and Innovation:** Utilize technological innovations that serve to better deliver sourcing & talent acquisition services and be a model for others of the effective and efficient use of technology.
- **Communication:** Ensure that all sourcing & talent acquisition communication from Human Resources is consistent with the university brand and that all communications practices and tools reflect a high standard of care for employees and prospective employees.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Demonstrated knowledge of and experience in applying best practices within the field of human resources, particularly sourcing & talent acquisition.
- Hands on experience with HR software (HRIS); Proficiency with or the ability to quickly learn the organization’s HRIS
- Familiarity with current local employment rules and regulations as well as trends and best practices.
- Strong personal integrity, confidentiality and high ethical standards.
- Demonstrated openness and flexibility to ensure stakeholder collaboration, promote innovation and improve outcomes as appropriate.



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- Strong leadership, managerial, negotiation, organizational and time management skills.
- Excellent interpersonal, verbal, written, numeracy and presentation skills.
- Strong attention to detail, analytical and computer skills.

### QUALIFICATIONS:

- Minimum of a Bachelor's Degree in Human Resources Management, or related field
- Minimum of ten (10) years of **Senior Management Experience** as a sourcing & talent acquisition specialist in a complex organization

### Requested Information:

**Interested applicants should submit the following electronically to the Human Resources Department Application Portal (Use the Position Listing to select the job opening). The following documents are required to complete the application:**

- A Cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Curriculum Vitae or Resume;
- Copies of all Academic Qualifications with transcripts (original transcripts will be required upon employment), certificates; and
- At least three (3) written professional references;
- Completed UB Application for Employment Form found at this link: [UB Staff Application Form](https://ubhrapply.info/PeopleFirst)

<https://ubhrapply.info/PeopleFirst>

**Incomplete application packages will not be considered**

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| <b>Salary Grade</b>   | <b>CONTRACTUAL</b> |
| <b>Date Published</b>   | July 11, 2025      |
| <b>Application End Date</b>   | July 31, 2025      |
| <b>Date to be Removed</b>   | July 31, 2025      |
| <i>The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Executive Talent Sourcing &amp; Acquisition Specialist.</i> |                    |