

PERMANENT EMPLOYMENT OPPORTUNITY

Talent Acquisition Specialist *Halifax Nova Scotia*

Workers' Compensation Board of Nova Scotia (WCB) is the province's provider of workplace injury insurance. We inform and inspire Nova Scotians in the prevention of workplace injury. But if it occurs, we support those whose lives it touches by championing a timely return to safe and healthy work. Our employees describe the culture as Collaborative, Evolving, Service-Minded and Team-Focused. As the Talent Acquisition Specialist, you are responsible for sourcing quality candidates that meet the needs of the Workers' Compensation Board of Nova Scotia (WCB).

About the Role

Reporting to the Manager, Human Resources, the Talent Acquisition Specialist leads the talent acquisition and talent management processes for the organization by partnering with leaders in recruitment activities, coaching managers on interviewing and recruitment best practices, and supporting business leaders in the decision making process on the best-fit candidate.

They participate in the full recruitment lifecycle, from posting and sourcing to selection, as well as post selection process steps. [They collaborate with hiring managers and Human Resources (HR) Business Partners to deliver a strong and vibrant pipeline of candidates for the WCB team. They propose and execute innovative sourcing strategies to ensure candidate flow to maintain time to fill and fill rates and continually work to improve candidate and new employee pre-hire experiences.

Responsibilities/ Accountabilities Include:

- Develop and implement strategies for acquiring new talent, including developing, socializing, and leading changes to talent acquisition processes and policies.
- Ensures compliance with relevant Collective Agreement as applicable.
- Use various channels to proactively source both active and passive candidates by managing sourcing networks, ensuring specific sourcing strategies are implemented for each role.
- Develop engaging job postings, recruitment material and collateral, and ensure WCB has a presence at events that will boost our employment brand and attract candidates. Collaborate with leaders to manage the full talent acquisition process, including screening, interviewing, assessments, background checks, job offers, and onboarding.
- Manage all Talent Acquisition related administration, including Applicant Tracking System updates, administration of job postings and any related external advertising; weekly updates to stakeholders; and preparation of new hire HR packages and complete onboarding processes to ensure proper employee set up.
- Develop and maintain meaningful connections with current applicants, our alumni network of previous WCB employees, community partners, educational campuses, industry partners, and other talent stakeholders.
- Measure, analyze, and report on Talent Acquisition practices against established metrics. Use talent acquisition data to anticipate staffing requirements, improve processes, and enable operational success.

- Maintain an up-to-date and active professional social media presence and assist in managing our social media communications platform to promote the WCB with potential talents.
- Participate in talent management activities that support ensuring the business has a well developed and healthy talent pool for future vacancies.

Your Experience & Skills

- A University degree/diploma in Business/Commerce, Human Resources, Industrial Relations, or related discipline.
- A minimum of five (5) years of progressive HR experience with a minimum of one (1) year focusing on talent acquisition processes, preferably in a unionized environment.
- Chartered Professional in Human Resources (CPHR) designation is preferred

Application Details

Please email your resume and cover letter to Recruitment@wcb.ns.ca by **4pm on February 28, 2025**. In the **subject line of your email, please quote competition number: JV 32-25 EXT Talent Acquisition Specialist.**

We thank all candidates for their interest. Selected candidates will be contacted to participate in interviews. Please note: WCB is required to check all employment references before presenting an offer to the successful candidate.

Perks of Joining our Team

- Flexibility/Hybrid work model
- Comprehensive Benefits Plan
 - Health and Dental Insurance
 - Health Spending Account
 - Life Insurance
 - Long-Term Disability (LTD) Insurance
- Ongoing professional development opportunities
- Employee Referral Program
- A passionate team and a supportive work environment

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The WCB Nova Scotia is an equal opportunity employer, committed to an inclusive workplace culture and an accessible work environment where diversity thrives. We are committed to an inclusive recruitment process and workplace that is accessible and accommodating to individuals with disabilities and other protected characteristics to support their full participation in the recruitment process and workplace.

To request accommodation, please contact the Human Resource team by email at hrdept@wcb.ns.ca. All information received will be kept confidential.

To learn more about WCB Nova Scotia, visit www.wcb.ns.ca or connect with us on [LinkedIn](#).