



## Senior Coordinator, Talent Acquisition<sup>1</sup>

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### VISION

The Toronto Catholic District School Board (TCDSB) is proud to be a significant part of the fabric of publicly funded Catholic education in the province of Ontario. We serve approximately 84,000 students in nearly 200 Catholic schools in the City of Toronto and represent close to 475,000 Catholic school supporters.

At the TCDSB, we grow in knowledge, with justice and hope. The TCDSB is an inclusive Catholic learning community that nurtures faith development and academic excellence through the love of God, neighbor, and self.

We fully engage students in learning that supports their academic, spiritual, socio-emotional, and physical growth and development. At TCDSB, we have a long and distinguished history of providing excellence in Catholic education for the Toronto community.

The Ontario Catholic School Graduate Expectations our Catholic values, and the Board's Pastoral Plans are foundational to our exemplary approach to teaching and learning in the 21st Century.

With a staff of 14,000, the TCDSB is a dynamic school board and is seeking a full-time **Senior Coordinator – Talent Acquisition** within the **Human Resources** department.

We are an inclusive employer. All interested applicants are welcome to apply.

### KEY ACCOUNTABILITIES

Reporting to and under the direction of the Head of Talent Management, this position will assume a leadership role in the management of the daily operation of the Board's Talent Management community of expertise. This position will also support the senior HR management team with current and future projects and initiatives that support the department's goals and priorities.

- Lead and mentor the Talent Acquisition teams to ensure the efficient execution of recruitment, staffing and onboarding processes, contributing to a positive and seamless candidate and employee experience
- Develop and implement goals and priorities for the Talent Acquisition teams, ensuring the effective management of recruitment, staffing and onboarding processes, and other HR matters

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<sup>1</sup> TCDSB is currently reviewing position titles, they are subject to change

- Collaborate with the senior HR management team to establish and refine departmental policies, procedures, and performance targets. Lead the development of new initiatives, including leadership strategies, succession planning, mentorship, and performance management programs
- Work alongside the senior HR management team to align Talent Acquisition with the goals outlined in the Board's Multi-Year Strategic Plan, ensuring the integration of best practices in Human Resources management
- Oversee the day-to-day management of Talent Acquisition, ensuring effective and efficient work processes and procedures
- Ensure accurate reporting related to collective agreement provisions and adherence to relevant regulations
- Oversee candidate and employee documentation for onboarding and internal movement to ensure compliance and accuracy
- Provide guidance and support to school and department management teams on recruitment, staffing and onboarding matters, ensuring effective HR service delivery
- Assist the Labour Relations team with grievance resolution matters
- Attend and chair various HR-related committees and meetings, delivering presentations and reports on Talent Acquisition initiatives and progress
- Perform other duties as assigned or required to support the Talent Management community of expertise within the Human Resources department

## REQUIREMENTS

- A Bachelor's degree or diploma from a recognized university/college in Human Resources or related field with a combination of education and experience
- Human Resource certification (CHRP - completed or being pursued)
- Minimum of seven (7) years human resources or related experience in a similar leadership and/or management capacity, ideally in a diverse, unionized, educational or public sector environment
- Strong knowledge of HR systems and HR technologies
- Experience with collective agreement administration
- Knowledge of human resources leading best practices and familiarity with labour related legislation
- Ability to work effectively as a member of a management team to discuss issues, solicit and provide advice, share information and provide team focused recommendations and solutions
- Excellent interpersonal skills, along with effective written and verbal communication skills
- Excellent problem-solving, analytical, organizational and time management skills required
- Advanced computer skills in MS Office Suite
- Demonstrated ability to manage multiple priorities in a fast-paced environment

This is a non-union **Level 5** position with a salary range of **\$125,371 - \$150,436** along with comprehensive benefits including pension plan, vacation, and professional development opportunities.

## WHO WE ARE

Our mission at TCDSB is to inspire learning – in every way – and support our students and employees.

Employees who work in our corporate setting are passionate and have a strong belief in our mission and making TCDSB a leader in public education. We are:

- Committed to Equity, Diversity, and Inclusion
- Accountable
- Relationship builders
- Adaptable
- People developers – we engage, coach, and develop
- Continuous improvers and innovators; and
- Team oriented

We know and believe that diverse and inclusive teams empower us to make better decisions and inspire continuous improvement so that we can better serve our students, communities, and employees.

As an equal opportunity employer, we welcome applications from individuals who would contribute to the further diversification of our staff, including but not limited to, those who are Indigenous, Black, 2SLGBTQ+, and racialized. You are invited to voluntarily indicate if you identify as such a person. This information will be kept confidential.

The TCDSB is committed to providing barrier-free and accessible employment practices in compliance with Accessibility for Ontarians with Disabilities Act (AODA). Should you require code-protected accommodation through any stage of the recruitment process, please let us know when contacted. We will work with you to meet your needs.

Disability-related accommodation during the application process is available upon request. Learn more about the TCDSB Fair Hiring Policies and Accommodation Process. <https://5il.co/1dkld>

Our hybrid work model balances working from home and meaningful in-person interaction at our Catholic Education Centre located at 80 Sheppard Ave, E, Toronto, ON.

All interested applicants are asked to apply online no later than **January 24, 2025** via [https://network.applytoeducation.com/Employer/AttJobPosting.aspx?JOB\\_POSTING\\_ID=1264cdea-2e29-4815-b2c1-04cc5e6e369f](https://network.applytoeducation.com/Employer/AttJobPosting.aspx?JOB_POSTING_ID=1264cdea-2e29-4815-b2c1-04cc5e6e369f)

We thank all prospective applicants for showing interest in this position; only those selected for an interview will be contacted.

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