

## VOLKER STEVIN POSITION PROFILE

<b>Position:</b>	<b>Talent Acquisition Manager</b>	<b>Status:</b>	Full Time - Salary
<b>Company:</b>	Volker Stevin Canada	<b>Location:</b>	Head Office, Calgary, AB
<b>Division:</b>	Human Resources	<b>Supervisor:</b>	Director, People & Culture

<b>Is this Safety Sensitive position?</b>	<b>Yes</b>
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**Volker Stevin Canada and its subsidiaries** across **Western Canada** provide the highest level of quality services in the areas of construction, project management, highway maintenance, civil works and bridge construction, maintenance and rehabilitation expertise, and asphalt/aggregate plants and pits.

In anticipation of our client’s needs, we strive to build and maintain long term relationships based on safety, quality, value, trust, and timely service. In addition to upholding professionalism, integrity, honesty, and fairness in our relationships with our clients, professional associates, subcontractors, and suppliers we ensure the longevity of the Company while sustaining growth and profitability.

Holding a moral obligation to a safe, environmentally responsible work environment we model safety excellence as our way of life – where individual professional growth is the foundation for company growth. Our culture of building and maintaining successful partnerships instills confidence in achieving both employee and client goals.

### Position Purpose

The Manager, Talent Acquisition plays a crucial role in leading the organization's talent strategy, focusing on identifying, attracting, and hiring top talent to fulfill immediate and future business requirements. This role is responsible for crafting and executing a comprehensive talent acquisition strategy, which encompasses setting best practices, enhancing employer branding, developing strong candidate pipelines, direct sourcing, utilizing digital recruitment strategies, and clearly conveying the company's culture to potential candidates.

Additionally, this position is key to providing outstanding experiences for both candidates and hiring managers, promoting a positive organizational image and contributing to long-term success. Integral to this role is the responsibility to oversee the development of an effective onboarding program, ensuring that it aligns with talent acquisition efforts and supports the successful integration of new employees, thereby enhancing retention and fostering a strong sense of belonging from day one.

Operating under a centralized model, the Talent Acquisition function aligns closely with the organization's strategic goals, ensuring consistency and efficiency. This approach facilitates the sharing of best practices and resources across the organization, boosting the effectiveness of talent acquisition efforts.

More than merely filling positions, Talent Acquisition is foundational to the organization's ongoing success. With a strategy that integrates closely with the company's objectives, the Talent Acquisition team is equipped to attract, engage, and retain the essential talent needed for the organization to excel in a competitive environment.

<b>Position Accountabilities</b>	
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Strategy:
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- Providing strategic direction and leadership for the talent acquisition function aligned with organizational goals and growth plans.
- Develop and implement a comprehensive recruitment strategy that combines innovative approaches and industry best practices with a detailed roadmap. This strategy will attract and retain top talent by aligning with organizational objectives, market dynamics, and emerging trends for both short-term and long-term talent acquisition goals.
- Collaborate with internal stakeholders to enhance the employer value proposition, crafting compelling narratives that attract top talent and differentiate the organization as an employer of choice.
- Establish a robust talent analytics framework to measure the impact of recruitment strategies, identify areas for optimization, and forecast talent needs, driving data-driven decision-making and resource allocation.
- Developing and maintaining talent pipelines to ensure a consistent flow of qualified candidates for current and future hiring needs.
- Forge strategic partnerships with post-secondary institutions to tap into emerging talent pools, leveraging these relationships as a key recruiting channel for early-career and internship positions.
- Proactively monitor and manage the organization's employer brand reputation through online reputation management strategies, employer review platforms, and strategic communication efforts, ensuring alignment with brand values and employer value proposition.
- Manage the company's foreign worker program, ensuring compliance with immigration laws and regulations, facilitating visa applications, and coordinating with external agencies to support the recruitment and retention of international talent.
- Oversee the development and implementation of a comprehensive onboarding program that ensures smooth integration of new hires into the organization, fosters a strong sense of belonging, enhances employee retention, and aligns with the overall talent acquisition strategy to contribute effectively to the company's goals.

- Ensuring compliance with relevant employment laws, regulations, and company policies related to recruitment and hiring practices.
- Driving continuous improvement initiatives to streamline processes, enhance efficiency, and deliver value-added services to internal stakeholders and candidates.

**Leadership and People Management:**

- Model and promote behaviors (Trust, Commitment, Collaboration, Engagement, Accountability, and Results) to maximize employee engagement, build organizational alignment and support a culture of safety, engagement, operational excellence, environmental responsibility, and customer satisfaction.
- Clarify expectations and align business goals with company strategies to provide the team with clear objectives needed to follow-through on all relevant initiatives.
- Provide ongoing, real time, and relevant performance feedback to direct reports (including specific goals regarding organic growth). Positively acknowledge the contribution of others in achieving objectives.
- Ensure ongoing talent assessments are conducted to address succession needs, opportunities, and risks.
- Manage relationships with external recruitment agencies, technology vendors, and other talent acquisition service providers to optimize resources and ensure quality and cost-effectiveness.

**Trusted Partner:**

- Build strong relationships with senior leadership, hiring managers, cross-functional teams, and external stakeholders to understand hiring needs, align recruitment efforts, and drive organizational success.
- Represent company in a professional, helpful, and confidential manner.
- Communicate transparently with stakeholders with a solution driven focus.

**Working Environment / Conditions:**

- Work primarily takes place in an office environment.
- Standard business hours, with occasional flexibility.
- Collaboration with employees, managers, executives as well as, external vendors and partners.
- Manage tasks within established timelines, contributing to a results-oriented principles.
- Work environment is dynamic and fast-paced, engaging and poised for change.
- Involves managing challenging situations and decisions.

<b>Safety:</b>	
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- Visibly commit to safety excellence by modelling Safety Culture behaviours and participating in safety communications, meetings and training as required.
- Promote the development and compliance to Environmental and Safety policies and procedures within the business.
- Support a Respectful Workplace environment.
- Provide positive recognition of safety as a way of life.
- Participating in all relevant safety training.



<b>First Year Deliverables / Measures of Success</b>	
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- Success in the first year will be determined by the candidate’s ability to:
- Quickly understand the organization's culture, values, and talent needs.
  - Build strong relationships with the People & Culture team, hiring managers and leaders throughout the business.
  - Develop and maintain talent pipelines for critical roles, streamline recruitment processes to improve efficiency, and enhance the overall candidate experience throughout the recruitment journey.
  - Successfully evaluate and enhanced the current onboarding program and increase the new hire satisfaction rate, significantly reduce time-to-productivity for new employees, and demonstrably improves retention rates during the first year of employment, fully integrating this program with the broader talent acquisition and organizational strategies.
  - Utilize data to drive decision-making and optimize recruitment.
  - Adapt to organizational changes and shifting priorities.
  - Contribute to innovation in talent acquisition practices.

**Position Requirements**

Education:

- Business / Commerce (Bachelor's degree) or Business Administration (Bachelor's degree) or Human Resources Management (Bachelor's degree) or relevant experience

Experience:

- Proficient in all aspects of recruitment, from setting the strategy to sourcing top talent through to employee onboarding.
- Lead and mentor a high-performing talent acquisition team, fostering a culture of continuous improvement, collaboration, and excellence in recruitment practices.
- Ability to develop and execute effective talent acquisition strategies aligned with organizational goals.
- Skilled in using recruitment tools such as applicant tracking systems (ATS), job boards, and social media platforms.
- Excellent verbal and written communication skills for engaging with candidates, hiring managers, and stakeholders.
- Capable of analyzing recruitment metrics and data to optimize processes and make data-driven decisions.
- Strong problem-solving abilities to address challenges and find innovative solutions throughout the recruitment process.
- Experience in leading and motivating recruitment teams, delegating tasks, and fostering a positive work culture.
- Knowledgeable about employment laws and regulations to ensure fair and lawful hiring practices.
- Dedicated to providing an exceptional candidate experience through responsiveness, empathy, and professionalism.
- Open to learning and adapting to evolving recruitment trends, technologies, and best practices.

Competencies and Attributes:

- Ability to build and maintain a strong network of talent sources, including industry professionals, alumni networks, and recruitment agencies.
- Skill in evaluating candidate qualifications, experience, and cultural fit through interviews, assessments, and reference checks.
- Competence in promoting the organization's employer brand to attract top talent and differentiate it from competitors.
- Proficiency in negotiating job offers, compensation packages, and other employment terms to secure top candidates.