

Job Title: Coordinator, Workforce Planning and Placement

Department: People and Corporate Services

Reports to: Manager, Workforce Planning and Placement

Summary

BCIB is the provincial Crown Corporation responsible for implementing the Community Benefits Agreement (CBA) on select public infrastructure projects. The CBA prioritizes hiring of local, Indigenous peoples, women, people with disabilities and other underrepresented groups and enables a culturally competent and respectful worksite. BCIB is committed to growing and mobilizing a safe, diverse, and skilled workforce and increase opportunities for apprenticeships.

The Coordinator, Workforce Planning and Placement plays a critical role in meeting the mandate of the CBA to maximize access to all available skilled and experienced labour and to optimize the opportunity to develop and grow the skilled labour workforce. The primary responsibility of the coordinator will include supporting work within two workstreams within the Workforce, Planning and Placement department that include, assessing the organizations current level of trade talent and creating priority hire lists to enable the hiring of underrepresented and local candidates to CBA Projects.

Essential Duties & Responsibilities

- Ensure the profile management process is operating timely, in intake and triage.
- Support profile completion via email/phone correspondence.
- Ensure accurate application of the UNION job ready criteria is applied to assess and review all incoming profiles.
- Coordinate the continuous referral process between the candidates and third-party support organizations
- Collaborate with Coordinator, Outreach and Recruitment to develop trade profiles when labour gaps are identified.
- Identify support streams and processes which benefit the skill growth of equity candidates in BCIB database.
- Provide application assistance to equity applicants when required.
- Ensure all Contractor Employee Requests (CERs) are filled in adherence with service standards in place through the Community Benefits Agreement and the BCIB Contractor Agreement.
- Collaborate internally on a regular basis to proactively identify the enhancement and application of the priority hire.
- Source highly skilled candidates by using the employee database.
- Work collaboratively with IT solutions to streamline a system focused process which tracks the candidates through a Salesforce dashboard.

- Work collaboratively to build well documented profile management and equity placement reports to the rest of the team and senior management.

Desired Skills & Qualifications

- Experience working with marginalized populations and/or targeted equity groups considered an asset.
- Experience dealing with external stakeholders and managing complex situations
- Excellent communication, interpersonal and engagement skills.
- A dedicated team player.
- Driven by goals and focused on meeting and exceeding targets
- Can quickly adapt to evolving technology and systems

Education & Experience

- Degree in Human Resources with a focus on recruitment in the construction industry is an asset.
- Previous experience working with construction trades is an asset.
- Previous experience working in a Unionized environment is an asset.
- Previous experience working within a cross functional team.
- Salesforce and JIRA experience considered an asset
- Experience working in development projects that improve locals and equity groups is considered an asset.
- A valid BC Driver's license, clear driving record and access to a vehicle required.

BCIB is an equal opportunity employer and welcomes all those interested in the role to apply.

BCIB staff will review all applications received, but only those shortlisted will be contacted for a follow-up interview.

Please send your resume and cover letter to jobs@bcib.ca