

CALL FOR PROPOSALS/EMPLOYMENT OPPORTUNITY: RECRUITMENT SPECIALIST

APRIL 9, 2015

*Recruiting people with disabilities for the 'demand-based'
BC Partners in Workforce Innovation pilot project*

BC Centre for Employment Excellence
www.cfeebc.org



Call for Proposals/Employment Opportunity

The BC Centre for Employment Excellence (CfEE) and its Employment Action Committee partners are seeking a Recruitment Specialist to support the BC Partners in Workforce Innovation Pilot Project. This three-year collaborative and innovative pilot is forming partnerships with disability employment service agencies and employers in industries with identified workforce shortages to hire people with disabilities. Through the role of an intermediary Recruitment Specialist, the project will examine the effectiveness of a coordinated, demand-side focused approach in meeting the needs of both employers and job seekers with disabilities. (See page 5 for further background on the scope and objectives of the pilot project.)

Starting first with employer partners in the Lower Mainland, the Recruitment Specialist will work with employers and a network of local service providers to streamline the recruitment process and make it easier to connect businesses to qualified, job-ready candidates with diverse abilities. The Recruitment Specialist's role will focus on serving the needs of employer partners by recruiting for available positions from a pool of suitable candidates, monitoring the candidate post-recruitment to ensure the employment relationship is set up for success, and interfacing between the employer, employee and agency to determine if any further supports are required.

This call is open to individuals or organizations that can meet the requirements and fulfill the responsibilities of the position.

PRIMARY RESPONSIBILITIES

The Recruitment Specialist position simplifies the hiring process through a centralized connection point with multiple service agencies and acts as a bridge or interface with the company's hiring team to tap into the talent and contributions of people with disabilities in BC. The following highlights the key responsibilities of this position:

- Work with the project team to finalize the design of the pilot and implement the project according to plan
- Act as a primary resource to employer partners by helping companies recruit and retain people with disabilities, respecting the unique nature of each organization's business needs, workplace culture and environment

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- Interface with service agency partner organizations to actively seek candidates for identified employment opportunities, and work with the employer, disability-serving agency and job seeker to facilitate recruitment
- Work with employer partners to identify position vacancies, then develop and implement recruitment strategies to attract job seekers with disabilities
- Follow recruitment protocols in place within organizations engaged in the pilot and interview and assess all candidates in advance of referral to employer
- Recommend job-ready candidates who demonstrate suitability in relation to the opportunity and employer, identifying accommodation needs in advance as required
- Provide and share relevant expertise with employer and service agency partners
- Identify opportunities for innovation and ways to potentially remove barriers to hiring persons with disabilities among participating groups
- If supports are required, connect eligible candidates to support resources, utilizing available resources within the service agency as first option or the Innovation Fund as a final resort
- Maintain open, honest and respectful communication with all parties
- Fulfill obligations according to the terms identified in the Guiding Principles documents
- Seek solutions to challenges encountered during the pilot, and document, share and apply lessons learned
- Maintain an accurate database and submit reporting documentation, as required
- Monitor and track progress of candidates pre/during/post hire to support project evaluation, and facilitate additional supports as required
- Identify potential to build the HR capacity of employers to hire people with disabilities in a sustainable fashion beyond the scope of the pilot
- Support the project evaluation activities of the CfEE research team

CORE STRENGTHS AND KEY ATTRIBUTES

The preferred individual or organizational candidate will be able to demonstrate the following:

- Minimum 10 years recruiting experience, preferably for multiple organizations in the private sector, both unionized and non-unionized environments
- Established employer and service partner relationships, as well as knowledge and expertise in the Service and Resource sectors in British Columbia
- Experience working with service organizations who serve job seekers with disabilities
- Ability to clearly articulate the business case for hiring people with disabilities
- Demonstrated knowledge of challenges affecting the labour market in BC, HR metrics and disability employment related challenges

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- Strong interpersonal, customer service and relationship management skills
- Results driven – motivated with a high level of initiative
- Ability to recognize opportunities and seek solutions to challenges
- Planning and organizational skills – demonstrated ability to plan, set and achieve goals continually, adjusting as required to meet project needs
- Able to effectively work independently and across multi-functional organizations
- Excellent verbal and written English communication, with a strong business acumen
- Relevant IT skills to perform project administrative and reporting functions
- Access to accessible and centrally-located meeting space to conduct interviews and meet with project partners as required

REPORTING RELATIONSHIPS

As the CfEE is managing this research project, the Recruitment Specialist candidate (individual or organization) will be hired on a limited term contract by the CfEE, a division of the Social Research and Demonstration Corporation. The candidate will provide regular updates to, and will receive general guidance from, the project Steering Committee. The candidate will be responsible to the CfEE/SRDC for fulfilling his or her contractual obligations.

CONTRACT TERM

The term of the Recruitment Specialist position is estimated to start May 18, 2015 and end February 28, 2018.

APPLICATION PROCESS

The candidate individual or organization will be selected through a formal hiring process led by a committee involving the CfEE and members of the project's Steering Committee, which will include service providers and employers. Candidates will be contacted for a follow-up interview at the discretion of the hiring committee. The hiring committee will provide its recommendations to the project's Steering Committee and to the CfEE for final decision.

Candidates are invited to submit a proposal of **no more than 5 pages in length** to Shawn de Raaf, CfEE Research Coordinator, in electronic format to sderaaf@cfeebc.org by **5:00 pm PT, April 29th, 2015**.

Proposals must include details of the candidate's relevant experience and expertise and suitability for the position based on the above criteria. The proposal must also detail a proposed budget for assuming the duties and responsibilities of the Recruitment Specialist position for the duration of the project term.

Project Background

The BC Partners in Workforce Innovation (the 'project partnership') is engaged in a 3-year pilot that is designed to meet the dual objectives of supporting the workforce needs of BC businesses and improving employment outcomes for people with disabilities. The pilot will apply a business 'demand-based' approach, using a recruitment model to work directly with BC employers in specific industry sectors with high employment demand to match them with candidates who have the qualities, skillset, career interest and capabilities to do the job. The recruitment activities will be performed by a Recruitment Specialist, who will work on behalf of employers to interface with partnering employment agencies to recruit suitable candidates. The Specialist will continue to monitor each employment relationship to ensure that it is successful for all parties, interfacing between the employer, employee and agency to determine if any further supports are required.

As a pilot, this project is designed to provide important insights into establishing innovative partnerships between employers and disability serving agencies to facilitate the employment of people with disabilities in BC.

CONNECTING EMPLOYMENT DEMAND WITH WORKFORCE SUPPLY

From now to beyond 2020, major recruitment across the province driven, by attrition, business growth and expansion, is anticipated to make it harder for BC employers to find good people. Service and resource sectors are both widely recognized as facing significant workforce and skills shortages.

People with disabilities represent a traditionally untapped resource pool of potential candidates, representing approximately 400,000 people in BC with a self-disclosed disability, of whom many are ready for employment with no to minimal workforce preparation. The project team recognizes the opportunity to better connect employment demand with this workforce supply, helping to make it easier for employers to engage these job seekers and gain a strategic business advantage by being more inclusive.

KEY FEATURES OF THE PILOT

The project began by identifying employment demand and opportunities in key sectors, then gaged interest from prospective employers that are well-positioned to lead by example and hire people with disabilities. Starting first with engaged employers in the Lower Mainland service and resource sectors, a Recruitment Specialist will work with these employers and a network of local disability employment service agencies to streamline the recruitment process

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and make it easier to connect businesses to qualified, job ready candidates with diverse abilities (disabilities) and unique skillsets.

In addition to working with a small group of industry leaders, the project partnership will rely on leadership and input from the project team and representatives of local WorkBC Centres and other employment service agencies, coordinating and collaborating with other disability inclusion efforts currently underway in BC.

Through this process, recruitment can be targeted and customized to meet specific shortages in high demand/high turnover entry level occupations - or connects qualified job seekers to available positions in participating organizations, including administrative, professional, technical, managerial or executive level positions. The goal is to start with a small group of select employers, capture/share successes and lessons learned, then expand over the subsequent years to other employers and/or sectors in BC.

The pilot features an evaluation that will examine its benefits to employers, service agencies and other stakeholders as well as its potential impact on the outcomes of job seekers with disabilities. It will also document the process and partnerships between employers and service agencies to design and implement the model in order to inform future development.

BENEFIT TO EMPLOYERS

The project supports a business-centred approach, whereby referrals are made by a Recruitment Specialist who understands the unique needs of each business. We anticipate that this will benefit participating employers in the following ways:

- Recruitment is driven by employer needs
- Candidates are pre-screened and referred only if they are well-suited, have the right skillset and are a good match for the organizational culture
- The Recruitment Specialist will work with the company's hiring team to strategically tap into the talent and contributions of people with diverse abilities in BC
- The Recruitment Specialist making candidate referrals will have established employer relationships as well as knowledge and expertise in the field/sector;



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- The hiring process is simplified through a centralized connection point with multiple service agencies, providing a ready-to-hire pool of pre-screened candidates
- The pilot can access potential training resources and/or develop customized training opportunities linked to industry specific essential skills
- The pilot will mitigate risks to employers associated with accommodating people with disabilities through supports and expertise provided by an extensive network of professionals across the province

For further information on the project, see the CfEE website (www.cfeebc.org) or contact the CfEE Research Coordinator, Shawn de Raaf, at sderaaf@cfeebc.org.

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