



Internal JOB POSTING



Posting Date:	October 9, 2026
Closing Date:	October 22, 2026
Requisition ID:	2030
Title:	Specialist, Civilian Recruiting
Branch:	People & Culture
Service:	People, Wellness & Talent
Bureau:	Recruiting & Staff Management
Salary:	\$104,841 - \$110,870 (Band 6)
Status:	Regular, Full-Time
Openings:	1
Vacancy Type:	This job has been posted to fill a current vacancy
Location:	YRP 90 Bales

Position Purpose

The purpose of the position is to lead and advise senior management throughout the confidential full-cycle recruitment of all civilian members from entry level to senior management including permanent, temporary, contract and students.

Major Duties & Responsibilities

Lead, coordinate, and complete full cycle internal and external recruiting for all civilian positions that fall under the Civilian Working Agreement and Senior Officers Association, as well as positions that fall outside of the Civilian Working Agreement and Senior Officers Association including but not limited to; uniform job shares, ad hoc temporary employees, student internships, paid and unpaid co-op students, summer students, YIPI students and community living.

Recommend, develop and document Talent Acquisition procedures and processes.

Coach and advise senior management and members on the Talent Acquisition Unit processes and procedures as well as the interpretation of the collective agreement and contract language to ensure compliance.

Manage the Civilian contract extension process including issuing contract extension letters, reviewing monthly audit of Civilian temporary contracts, and communication with Command.

Coordinate Uniform Job Share and Civilian Job Share program including liaising with applicable Command, job postings, job share agreements letters and benefit letters.

Plan and conduct feedback sessions with unsuccessful internal members and discuss strategies for improvement.

Assist with the training of new members of the unit on systems, processes, and ever-changing policies surrounding recruitment, and answering inquiries they may have.

Liaise with various units in the organization and contribute to organizational initiatives such as Canada's Top 100 Employers, Mentoring and the online Civilian Orientation Program.

Maintain the Talent Acquisition web pages including pages related to programs under Talent Acquisition on the YRPNet, to ensure relevant and up to date information is provided to members.

Review and respond to all internal and public/external inquiries regarding all aspects of the Talent Acquisition Unit including job postings in a timely manner.

Recommend and attend various recruitment and professional events to liaise with the public and promote YRP as an employer of choice.

Plan, facilitate and lead all aspects of new hire orientation.

Manage recruitment and retention data and statistics to build reports, analyze and compare to identify trends for senior officers and ECT.

Coordinating all aspects of the Summer Student Program including determining organizational need, advertising, recruitment, placement, orientation, and liaising with Senior Command across the organization.

Provide detailed new hire information for the Police Services Board Report ensuring attention to detail and accuracy.

Ensuring Talent Acquisition forms and templates are current and are in compliance with Civilian policies and procedures and CWA.

Assisting in developing brochures, publications and online content relating to the Talent Acquisition Unit.

Maintains professional contacts and affiliations internally and externally to promote recruitment initiatives.

Education, Licensing & Certifications

Three (3) Year Diploma or Degree in Human Resource Management or a related field.

Certified Human Resources Leader (CHRL) is preferred.

Certified Human Resources Professional (CHRP) if preferred.

Experience

Three (3) year of previous experience in full-cycle recruitment and selection, as well as exposure to HR processes.

Skills

Extensive Knowledge of Microsoft Word, Excel and Outlook.

Knowledge of Laserfiche, Adobe Acrobat, PeopleSoft and SAP SuccessFactors and/or Applicant Tracking Systems.

Knowledge of PeopleSoft or other HRIS systems.

Strong behavioral interviewing training and other interviewing and selection techniques.

Knowledge of Working Agreements and other employment legislation (Employment Standards Act, Human Rights Code, AODA Act etc.)

Effective leadership and team building skills.

Ability to work with a wide variety of individuals by using tact, diplomacy and flexibility.

Strong interpersonal and organizational skills.

Excellent communication and customer service skills.

Proven ability to complete a multiple of tasks simultaneously.

Proven ability to work as a team.

Ability to maintain strict level of confidentiality of knowledge of information.

Problem solving abilities and conflict resolution skills in order to determine eligibilities for positions and anomalies with the recruitment process, manage the fallout from confidential information being shared and deal with unsuccessful candidates using prescribed guidelines.

How To Apply

Members must submit their application directly to the posting on the Careers section through the SuccessFactors Dashboard by the closing date in order to be considered for this opportunity as an internal applicant.

Please include a personal email address on your resume to ensure you receive all notifications regarding the recruitment process.

Questions regarding this position should be directed to Kristine Ockwell #5791, Supervisor – Civilian Recruiting Unit.

York Regional Police has implemented a Hybrid Remote Work option that is offered to various positions in the organization. Further detail can be discussed during the recruitment process.

Please note this is an internal job posting, no external applications will be considered at this time.

In accordance with Article 35 of the Civilian Working Agreement, all resumes must be received by the closing date. Resumes received after this date will be considered external candidates.

York Regional Police is committed to fairness and equity in our recruitment and selection process, and in building and retaining a talented and diverse workforce representative of the community we serve. All

York Regional Police employment policies and procedures are intended to be non-discriminatory and barrier-free, in accordance with the Accessibility for Ontarians with Disabilities Act, 2005.

Accommodations for applicants with disabilities are available upon request during recruitment processes and throughout employment. Should you require an accommodation during the recruitment and selection process, including accessible formats and communication supports, please contact talent@yrp.ca.

VISION-INSPIRED

MISSION-FOCUSED

VALUES-DRIVEN

