

Battery Park City Authority

A City within a City

The Hugh L. Carey Battery Park City Authority is a New York State public benefit corporation whose mission is to plan, create, coordinate, and sustain a balanced community of commercial, residential, retail, and park space within its designated 92-acre site on the lower west side of Manhattan. There is a recognition that, as development of new parcels is completed, the importance of maintenance within the mission will become more significant.



Come Grow with US!

Great Community!

Great Work Culture!

Job Title: Talent Acquisition Manager
Job Status: Full-Time
Department: HR
Location: 200 Liberty Street, NYC 10281
Salary: Commensurate with Experience

POSITION SUMMARY:

The Talent Acquisition Manager will manage Battery Park City Authority's (BPCA) full cycle recruitment and selection process for exempt and non-exempt positions and facilitate timely hiring. This position will introduce new and/or improved methodologies for attracting, assessing, and selecting the best talent for the organization and perform certain HR generalist duties. The position reports to the Vice President of Human Resources.

200 Liberty Street, 24th floor, New York, NY 10281

www.bpca.ny.gov

ESSENTIAL FUNCTIONS:

Recruitment & Onboarding

- Manage all aspects of recruiting and hiring of all exempt and non-exempt level staff including outreach, interviewing and selection
- Partner with hiring managers to define job requirements and set appropriate expectations around timing and the execution of recruiting strategy
- Collaborate with stakeholders to create a consistent and meaningful candidate experience for all candidates; provide a positive first impression to applicants as a representative of BPCA
- Identify talent through networking and actively source passive candidates
- Build relationships with candidates to understand their key motivations and assess fit; work with key internal stakeholders to design the closing process; answer candidates' questions regarding offer terms and benefits
- Plan for timely hiring for difficult-to-recruit positions through expanded outreach, and customized recruitment practices
- Implement and continually assess that BPCA's on-boarding programs are best practice and provide an exceptional experience to the new hire
- Conduct regular surveys to measure candidate and hiring manager experience, i.e. stay interviews
- Identify, implement, and measure key performance metrics of recruiting activities and establish methods to appropriately monitor results
- Manage Summer Internship Program

Operational Excellence

- Ensure talent acquisition policies and practices are adhered to, work closely with others to implement changes to practices as needed to meet evolving regulatory and legal requirements
- Identify and build on internal and external recruiting practices that are leading edge, scalable, culturally consistent and forward thinking; lead implementation of change initiatives and ensure successful adoption; measure activities and provide meaningful and actionable analysis to drive continuous improvement efforts
- Implement ADP Talent – BPCA's Applicant Tracking System
- Ongoing update of job descriptions for all positions
- Partner with Vice President of Human Resources to create and manage the Talent Acquisition operating budget; allocate advertising and marketing spending based on analysis and evidence of success
- Partner with internal Graphics Director to create collateral materials that will be attractive, informative and effective in attracting high caliber candidates

- Lead branding efforts of various pages including BPCA's Employment Opportunities page, Indeed, LinkedIn, etc.
- Manage relationships with colleges, universities, trade schools, high schools, etc.
- Assist with HR generalist duties, i.e. employee relations, benefits and leave administration, etc.
- Project work and other duties as assigned

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Human Resources Management, Business Administration, Organizational Development or other closely related area
- Seven years' experience in recruiting for positions at all levels
- Generalist experience is a plus

SKILLS:

- Comprehensive knowledge of recruitment best practices, human resources laws & practices, state and federal employment laws and other regulatory requirements
- Effective management to achieve goal-directed outcomes
- Excellent organizational skills and follow-through, internally and externally
- Demonstrated ability to work collaboratively with individuals and groups including Executive Leadership, Department Heads, hiring managers, and other internal and external stakeholders
- Ability to design and deliver hiring practices training consistent with human resource policies

Please submit cover letter and resume to: HR@bpca.ny.gov

Battery Park City is an Equal Opportunity Employer and embraces Diversity in the Workplace.