

Position: Manager, Health, Safety and Wellness	Status: Full time	Competition Number: 23-118
Pay Band: D	Salary/Hourly Range: \$104,157 - \$130,196	Hours of Work: 35
Division: Human Resources	Department: Corporate Services	Work Location: *Waterloo Service Centre

Position Description:

Reporting to the Director of Human Resources, the Manager of Health, Safety & Wellness is responsible for fostering a safe and healthy workplace by overseeing the development, implementation and evaluation of the City's Disability Management, Health & Safety and Wellness programs and initiatives. This position ensures legislative requirements are met or exceeded and provides guidance on best practice and new approaches to reduce the incidence of workplace illness /injury and the impact of non-work related illness/injury for all City employees, with the support of two direct reports.

Accountabilities:

- Manage the development, implementation and revision of the City's Corporate Health & Safety management system, which integrates: leadership and commitment; hazard identification and risk assessment; risk management and control; evaluation and corrective action; strategic review and continual improvement
- Oversee the management of medical absences (sick leave, long-term disability, worker's compensation) and accommodation claims in accordance with governing legislation, collective agreements and best practice, which may require seeking external legal expertise, coordinating specialized medical assessments (independent medical evaluations, functional abilities evaluations) and having physical/cognitive demands analyses completed
- Develop a corporate wellness strategy based on analysis of metrics that provide insight to the health and wellness of the employee population
- Provide guidance and consultative advice to employees, management, unions/associations, committees (including Joint Health & Safety Committees), human resources and other workplace parties on issues related to disability, health & safety and wellness including the interpretation of policy, procedure, collective agreements and legislation
- Ensure compliance with appropriate legislation such as the Occupational Health & Safety Act, Workplace Safety & Insurance Act and the Human Rights Code, and maintain awareness of amendments to legislation/ industry best practice and make recommendations for program implementation/ revision
- Plan, organize and develop corporate policies, procedures, and strategies related to all areas of employee health and safety, disability management and wellness
- Lead and assign ad-hoc health & safety, disability management and wellness projects and initiatives
- Conduct workplace investigations on issues including but not limited to critical injuries, work refusals and/or workplace harassment and violence complaints
- Represent the Health, Safety and Wellness team at various meetings, including Council meetings
- Analyze metrics strategically and prepare reports for senior management and Council
- Manage two direct reports including providing orientation, performance management, coaching, identifying development opportunities and completing annual performance appraisals
- Other duties as assigned

Minimum Qualifications:

- Post-secondary degree in Health & Safety, Kinesiology, Psychology, Human Resources, Rehabilitation, Disability Management or equivalent with a minimum 3-5 years of progressive health and safety, disability management and wellness experience in a municipal or related public sector multi-union and multi-location work environment; equivalent combinations of education and experience will be considered
- Certified Disability Management Professional (CDMP) or Canadian Registered Safety Professional (CRSP) designation
- Previous training in Diversity, Equity and Inclusion and Respectful Workplaces is an asset
- Sound knowledge of and ability to interpret and apply legislation including the Occupational Health & Safety Act/Regulations, Workplace Safety and Insurance Act and the Ontario Human Rights Code
- Excellent communication skills with the ability to professionally and confidentially deal with conflict and counsel, advise, persuade and motivate staff at all levels using a collaborative approach
- Superior leadership skills with a team-oriented management style
- Proficiency in Microsoft Office Software (Word, Outlook and Excel) and working with a Human Resources Information System
- Ability and willingness to travel between worksites, as necessary, utilizing reliable, safe and efficient methods of transportation is required to perform the job

Note: The successful candidate will be required to obtain and submit a Police Criminal Record and Judicial Matters Check satisfactory to the City, as a condition of hire (at their own expense, completed within the last 6 months).

***Work Location:** The primary work location for this position is the Waterloo Service Centre, however, the successful incumbent may be eligible to apply for a hybrid remote working arrangement up to two days per week, subject to Director approval and in accordance with the City's Remote Working Procedure.

Application Process

Interested and qualified candidates are invited to submit their resume and cover letter in one document through the online application process. For posting and application details please visit: www.waterloo.ca/careers

Be You @ Waterloo

At the City of Waterloo, we are committed to recruiting a diverse workforce that represents the community we so proudly serve. All interested and qualified candidates, including Indigenous persons, Black persons, non-Black racialized persons/persons of colour, women, persons with disabilities, 2SLGBTQ+ and those interested in joining our team are encouraged to apply.

Accommodation

The City of Waterloo is committed to creating and maintaining a workplace that is welcoming, inclusive, and barrier-free. Accommodations in accordance with the Human Rights Code and other applicable legislation are available throughout all stages of the recruitment process. For accommodation during the application process, applicants are requested to make their needs known via email at recruitment@waterloo.ca, quoting the position and competition number. Applicants advanced through to subsequent stages of the recruitment process will be provided with additional opportunities to make their needs known.

We've Got You Covered

The City of Waterloo strives to be an employer of choice for strong talent dedicated to serving our community, and offer the following:

- Flexible work schedules to support and nurture work-life balance;
- Competitive wages and a fulsome employer paid benefits package, including paid sick leave, long-term disability, OMERS pension and an Employee and Family Assistance Program;
- Certified in the Province of Ontario as a Living Wage Champion;
- A staff team dedicated to fostering and advancing action to support the organization's ongoing commitment to Indigenous Initiatives, Anti-Racism, Accessibility and Equity;
- Substantial internal and external training and development opportunities;
- Compassionate and caring organization that promotes and embraces a culture of health, safety and wellness;
- Strong commitment to providing and maintaining a psychologically safe workplace that is respectful, inclusive, and where all individuals are valued;
- Paid vacation and personal days, paid float holiday(s), and an overtime bank;
- Employee Purchase Programs (Corporate Cell Phone plans, Computer Purchase Plan, etc.);
- Dress-down Fridays, and optional Wednesdays in partnership with the United Way fundraising campaign;
- City of Waterloo Staff Recreation Pass;
- Anniversary milestone gifts, starting at 5 years of service for regular part-time and full-time staff; and,
- So much more!

Posting Date: November 2, 2023

Closing Date: November 23, 2023 at 4:00p.m.
