



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Job Title: Regular Full-Time Manager, Health, Safety & Wellness

Posting Number: 004576

Department: Corporate and Finance Services Department

Branch: Human Resource Services

Location: City Hall

Posting Start Date: 2023/11/30

Posting End Date: 2023/12/22 by 4:30pm

Employment Group: Exempt

Salary Grade: R-\$120,049 - \$141,235 per annum

Standard Weekly Hours of Work: 36.25

Shift Work Required: No

Job Description

Reporting to the Chief People Officer, the Manager, Health, Safety & Wellness is responsible for providing strategic direction and leadership in the development, implementation and maintenance of Health, Safety, Wellness and Disability Management programs. This role will collaborate with internal and external stakeholders to deliver the corporate health and safety program and work to foster a strong health, safety and wellness culture within the City, while providing advice, guidance and management on legislative compliance in all health and safety matters.

Responsibilities:

- Lead the development, implementation, management and delivery of the corporate health and safety program, ensuring legislative compliance and utilization of risk assessment, management and control measures for continuous improvement in the development of a corporate safety culture
- Provide management, advice and guidance to all levels of the organization, in the following areas:
 - Employee health, safety, wellness, disability management and the development of appropriate regulations, guidelines and training
 - Management of Joint Occupational Health and Safety Committees
 - Development, review and implementation of Corporate Safe Work Standards
 - Interpretation, compliance and updates to relevant legislation such as the Occupational Health and Safety Act, Workplace Safety and Insurance Act etc.
- Oversee the management of medical absences (sick leave, long-term disability, worker's compensation), accommodations and claims adjudication in accordance with governing legislation, collective agreements and best practice
- Oversee the development of a corporate wellness strategy and associated programs, training and corporate response to health and wellness issues
- Manage the response to and conduct workplace investigations on issues such as workplace injuries, work refusals and workplace violence
- Manage and review the corporate Attendance Support Program, including generating metrics and reporting on attendance data
- Liaise with external stakeholders to build strong industry relationships and represent the City in regards to all health and safety matters
- Provide strategic direction and leadership in enhancing a safety-first culture and leading internal occupational health and safety reviews and audits

Requirements:

- Undergraduate degree in Occupational Health and Safety, Occupational Health Management, Human Resources or a related field, plus seven (7) years of related experience in a public sector setting, in progressively senior roles; or an equivalent combination of training and experience
- Designation or eligibility for designation as a Canadian Registered Safety Professional or Canadian Registered Safety Technician
- Proficient in Microsoft Office Suite and Health and Safety Management Systems. Knowledge of Parklane is a definite asset
- Sound knowledge of and ability to interpret and apply relevant legislation and acts such as the Occupational Health and Safety Act and Workplace Safety and Insurance Act in an organization with multiple operational departments with varying requirements
- Excellent verbal and written communication skills and the ability to build and maintain effective relationships with internal and external stakeholders

- Strong leadership, critical thinking, situational assessment, decision-making skills and the ability to implement change
- Ability to provide own transportation as required for travel between locations

This position is eligible for hybrid work.

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

Please apply online at: <https://oshawa.jobs.net/jobs?>

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.