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Town of Aurora

Employment Opportunity

Corporate Services

Division of Human Resources

Advisor – Health, Safety & Wellness

Employment Type: Temporary, Full Time (1 Year)

Location: Aurora, Ontario

Salary Range: \$85,251.00 to \$106,563.89

Closing Deadline: August 21, 2025

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, “You’re in Good Company”.

Position Summary

The Health, Safety & Wellness Advisor is responsible for the ongoing development, implementation, maintenance and evaluation of the Town’s health, safety & wellness programs, policies, and procedures. This role involves designing, planning, and managing initiatives related to workplace health, safety, and wellness. The Health, Safety & Wellness Advisor provides expert guidance and continuous support on all operational matters related to employee health and well-being while ensuring a proactive approach to continuous improvement. As a key member of the Human Resources team, the Health, Safety & Wellness Advisor provides expert guidance and continuous support, fostering a proactive and holistic approach to a safe and supportive work environment.

Responsibilities

This role will be responsible for a wide range of tasks, including but not limited to the following:

1. Health & Safety Administration and Compliance

- Develop, implement, administer, and maintain the Town’s Health, Safety and Wellness program and procedures in compliance with the Occupational Health and Safety Act and Regulations, and other relevant health and safety related legislation.
- Accountable for the review and update of existing health and safety policies and procedures to ensure legislative compliance.
- Draft new health and safety policies, procedures and forms, as required.
- Conduct health and safety assessments, risk assessments and workplace audits. Provide recommendations for controlling workplace hazards, including those related to chemical safety, biological safety, ergonomics, physical safety and workplace violence.
- Work collaboratively with departments and divisions, and act as a resource to provide technical expertise, advice and guidance to management, employees and the Multi-Site Joint Health and Safety Committee (MJHSC).
- Support the investigation process for major incidents/accidents, identifying root causes and recommending corrective action.
- Act as a liaison to WSIB, Ministry of Labour, Immigration, Training and Skills Development (MLITSD), and external organizations on health and safety matters.
- Support the MJHSC to inspect and test work areas for potential accidents and health hazards and implement appropriate control measures.
- Generate and communicate reports of workplace injury and incident data for the Town.

2. Occupational Injury Claims Management

- Assist with conducting workplace investigations, coordination and tracking of workplace incident reports, monitor trends, and assist with corrective actions as required.
- Correspond with WSIB to report employee work-related injuries, complete and submit required documentation, work with internal staff to meet legislative obligations and prepare related summary reports.
- Analyze WSIB claims and accident costs and make cost control recommendations.

- Manage WSIB return to work process including but not limited to the development and monitoring of accommodation plans and/or return to work plans.
- Assist Human Resources Consultants with non-occupational claims/disability management and return to work planning as required.

3. Health & Safety Education

- Design, develop, coordinate, implement, deliver, and evaluate safety training programs for Directors, Managers, Supervisors, MJHSC members, and staff, ensuring alignment with the Town's Health, Safety and Wellness program.
- Work with Managers and Supervisors to ensure employees receive adequate health and safety training and information to safely perform their job duties.
- Conduct health and safety training needs analysis to ensure sufficient training is provided.

4. Employee Wellness

- Assist in the development and maintenance of an employee health and wellness strategy.
- Create and implement employee wellness programs and initiatives that promote physical and mental health, work-life balance, and stress management.
- Coordinate wellness activities, such as days of significance, fitness challenges, health screenings, seminars, and wellness workshops.
- Provide guidance and support to managers and employees on wellness matters.
- Develop business cases for future wellness program initiatives.
- Develop and apply metrics to assess the impact of wellness programs and initiatives.
- Prepare reports evaluating the overall impact of wellness programs to support opportunities for improvement.
- Stay updated on industry trends and best practices in wellness.
- Promote a culture of wellness and health through internal communications, events, and resource distribution.

5. Compliance and Reporting

- Ensure compliance with all relevant health, safety, and wellness laws, regulations, and industry standards.
- Prepare and maintain records and reports related to workplace injuries, accidents, safety inspections, and wellness programs.

Qualifications

- University degree in Health & Safety, Human Resources or related field or equivalent combination of education and experience.
- Canadian Registered Safety Professionals (CRSP) and/or CHRP/CHRL designation is an asset.
- Current Joint Health and Safety Certification would be an asset.
- Minimum 3 years of significant demonstrated experience in a broad Health & Safety portfolio.
- Demonstrated progressive experience in all aspects of Health, Safety & Wellness and WSIB case management.
- Excellent interpersonal, mediation, project/time management, analytical, research, report/policy writing, presentation, facilitation, problem-solving, organizational development and coaching/supervisory skills.
- Foster a cooperative team approach and positive attitude among staff; champions the vision, mission and values of the Town of Aurora as an Employer of Choice.
- Thorough working knowledge of health & safety practices, relevant legislation (i.e. ESA, OHSA, etc.), organizational development/change management principles, knowledge of municipal functions/responsibilities and legislative framework.
- Computer literacy utilizing word processing, spreadsheet and database software and internet and HRIS applications.
- Ability to communicate with all levels of staff, government, elected officials, consultants, union officials, legal counsel and the general public in a courteous and effective manner which reflects the professionalism of the organization
- Valid Class G Drivers licence and a reliable vehicle to use on corporate business.

How to Apply:

Submit your application through the Town of Aurora's careers page at <https://www.aurora.ca/your-government/jobs/>

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants' own cost.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

Artificial Intelligence Transparency Notice

At the Town of Aurora, we are committed to transparency and fairness in our recruitment process. While we utilize a recruitment system (ADP Workforce Now) with Artificial Intelligence (AI) powered capabilities, we do not currently use AI technology to screen, assess or select applicants relating to the recruitment process. While our system is equipped with AI tools, we prioritize a human-centered approach to recruitment. All candidate evaluations are conducted through direct human interaction, ensuring that hiring decisions are based on a thorough review of qualifications, skills, experience, and corporate cultural fit. We remain committed to transparency, fairness, and compliance with all relevant legislation, including Bill 149, Working for Workers Four Act, 2024, in order to protect the rights and privacy of all applicants.