



A Natural Attraction

## Job Posting

The City of Quinte West invites applications for the following permanent position:

### **Health, Safety and Wellness Advisor**

#### **Purpose & Scope of Position:**

The Health, Safety, and Wellness Advisor is responsible for providing technical advice and support to all departments to ensure the City's compliance with applicable health, safety, and wellness legislation. The role also ensures that management and staff have the training and resources to maintain a safe and healthy workplace.

Key areas of responsibility include, but are not limited to: development and maintenance of health and safety policies and procedures, disability management and accommodations, management of the early and safe return to work (RTW) program, advisor to the Joint Health and Safety Committees (JHSC), development of corporate wellness programs including psychological health and safety, training and development and records management.

#### **Education and Work Experience Requirements:**

A minimum of a three (3) year post secondary degree or diploma in Occupational Health and Safety, Health Sciences, Human Resources, Industrial Relations or a related field, or an approved equivalent combination of education and experience. The successful candidate must have a working knowledge of health and safety processes and protocols. The incumbent must also have a strong knowledge of all relevant acts, legislation and applicable regulations.

The position requires four (4) years of experience in occupational health and safety, disability management, human resources, or a related field. The successful candidate will be a flexible self-starter with strong communication, interpersonal, customer service, problem solving, organization and multitasking skills, analytical, and research skills with a strong orientation towards detail.

Preferred assets to this position include relevant health and safety certifications and/or designations, experience with an HRIS such as Ceridian Dayforce, and previous experience in a unionized environment. Previous municipal experience is also considered a preferred asset.

**Remuneration:** 2025 Non Union Salary Grid Band 8: \$93,693.60 - \$101,829.00. OMERS pension plan, competitive employer-paid extended health benefits, and 3 weeks' vacation. This position may also have the opportunity to participate in our flexible work program, subject to applicable policies and approvals.

**Note:** This posting is for an existing full time vacancy.

### **How to Apply**

Qualified applicants are invited to apply online with their resumes by **11:59 p.m. on March 22, 2026**. For more information, they may also visit the City of Quinte West website at [www.quintewest.ca](http://www.quintewest.ca).

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Quinte West is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 613-392-2841 ext. 1106 or email [hr@quintewest.ca](mailto:hr@quintewest.ca) if you require an accommodation to ensure your participation in the recruitment and selection process.

The City of Quinte West does not use artificial intelligence (AI) to screen, assess, or select candidates in its recruitment processes. All applications are reviewed and assessed by Human Resources staff and the hiring manager.