



Human Resources Specialist –Safety, Equity & Wellness
14-month Contract
Job Posting #: 2024-36
Closing Date: Friday, November 15, 2024

The City of Owen Sound is seeking qualified and dedicated applicants for the Human Resources Specialist –Safety, Equity, and Wellness role. The position is responsible for leading the City’s health and safety program, wellness program, and Diversity Equity & Inclusion strategy and deliverables. This includes disability management, developing health & safety policies and procedures, completing and analyzing workplace incident reports and investigations to facilitate corrective actions, considering fiscal concerns and legislative requirements. This position is responsible for providing health, safety, wellness, and equity expertise and advice to all levels of management and providing related training to employees and management.



Owen Sound is a diverse and culturally rich community located on the southern shores of Georgian Bay in Southern Ontario, approximately two hours north of Toronto and on the doorstep of the Bruce Peninsula. Owen Sound is the largest urban community in Grey and Bruce counties, characterized by a magnificent harbour and bay, two winding rivers, tree-lined streets, an extensive parks system, and tree-covered hillsides and ravines. The City of Owen Sound municipal offices are in the City’s historic downtown core. This welcoming, vibrant, growing community reconciles Urban convenience with a balanced lifestyle. Enjoy visits to galleries, theatres, museums, festivals, the library, local shopping, and dining right outside the doors of City Hall.

The successful candidate will have a university degree or diploma in Occupational Health and safety, Environmental Health and safety, Disability Management, Human Resources, or a related discipline or a combination of education and experience acceptable to the employer. A Canadian Registered Safety Professional certification or Disability Management certification is an asset. A minimum of five (5) years of related experience is required, preferably in a municipal or public sector environment.

Additional Skills/Competencies/Requirements:

- Strong knowledge and subject matter expertise on health and safety principles, the Occupational Health & Safety Act, human rights, and other applicable legislation, regulations and policies.
- Ability to manage workload with a great deal of autonomy while still collaborating, sharing expertise and drawing on the expertise of colleagues and partners
- Ability to clearly and effectively present/exchange/explain/receive/interpret information, adjusting language or terminology to the audience's needs, while exercising respect, tact and courtesy at all times.
- Demonstrated ability to determine the level of urgency, and risk, and find opportunities for improvement
- Excellent verbal and written communication and presentation skills with strong attention to detail
- Demonstrate a positive attitude towards work and co-workers. Commit to establishing and maintaining positive working relationships with others; work as a team member, occasionally as a team leader.
- Ability to maintain confidentiality
- Ability to interact professionally and effectively with community partners, employees, and third-party service providers while exercising sound judgment, tact and diplomacy.
- Must be able to function both independently and as an active member of a team • Ability to support and contribute to a culture of safety and prevention of adverse health events
- Extensive knowledge of pro-active safety and wellness philosophies, practices and change management processes.
- Strong computer skills and knowledge, including MS Office Suite, Microsoft SharePoint, and HRIS systems, and practical experience in accessible documents. Ability to learn new software.
- Project management skills
- Ability to develop and present Safety, Wellness and Equity strategies and solutions to internal stakeholders.
- Exceptional organizational and time management skills, coupled with the ability to manage multiple priorities to achieve deadlines successfully.
- Ability to interact professionally and effectively with all levels of staff, exercising sound judgment, tact and diplomacy.
- Knowledge of, or demonstrated ability in, the City's core competencies and relevant functional competencies.
- Possess and maintain a valid Ontario Class "G" Driver's License, and access to a vehicle or access to reliable transportation is required

The wage rate for this position is \$75,786-\$92,423. The entire job description can be found below. To explore this opportunity further, we invite applicants to forward their resume and cover letter by November 15, 2024, at 4:30 pm to:

The City of Owen Sound is proud to be an equal opportunity employer, valuing and respecting diversity. We are committed to inclusive, barrier-free recruitment and selection processes. We will accommodate the needs of qualified applicants under the *Human Rights Code* and the *Accessibility for Ontarians Disabilities Act* in all aspects of the hiring process upon request. We thank all applicants for their interest; however, only those considered for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and will only be used for candidate selection.



JOB DESCRIPTION

Job Title: Human Resources Specialist – Safety, Equity & Wellness

Department: Corporate Services **Division:** Human Resources

Employee Group: Non-Union

Direct Supervisor: Human Resources Manager

Revision Date: February 2024

Position Summary and Scope:

The position is responsible for leading the City's health and safety program, wellness program, and Diversity Equity and inclusion Strategy. This includes disability management, developing health and safety policies and procedures, completing and analyzing workplace incident reports and investigations to facilitate corrective actions, and taking into account fiscal concerns and legislative requirements. This position is responsible for providing health, safety, wellness, and equity expertise and advice to all levels of management and providing related training to employees and management.

Core Competencies:

- 1. Diversity and Inclusiveness** - Ability to interact effectively with diverse individuals, groups and communities and to incorporate inclusive and equitable actions, attitudes, and knowledge in behaviours, practices, and policies. Builds equity into plans to embrace inclusion and diversity. Communicates the importance of delivering services that address equity, and meet the unique needs of diverse groups.
- 2. Accountability and Ethics** - Ability to take responsibility for the quality and timeliness of work, and the achievement of work goals and objectives while demonstrating support for the City's values, ethics, regulatory requirements, and professional code of conduct. Promotes and aligns others to the City's ethics, values, and culture. Provides guidance to others to ensure they understand the implications of behaviours, and how to act in an appropriate manner.
- 3. Collaboration** - Ability to build and maintain effective and constructive working relationships, partnerships, and networks with others. Actively seeks opportunities for collaboration and builds networks.

4. **Communication** - Ability to communicate and interchange information, ideas, and opinions clearly, effectively, and appropriately both internally and externally. Adapts communication based on audience and context to ensure clear and appropriate communication.
5. **Critical Thinking and Problem Solving** - Ability to use systematic reasoning process to break down and work through a situation / problem to arrive at an appropriate outcome / solution. Analyzes complex linkages and makes decisions by interpreting broad guidelines, protocols, policies, and regulations.
6. **Role Specific Knowledge and Application** Possess and have the ability to apply the theoretical and practical knowledge specifically required by the technical, front-line, professional, administrative, or leadership role. Demonstrate and independently advance level of role knowledge to the full scope of knowledge in new or complex situations.
7. **Teamwork** - Ability to work co-operatively and collaboratively with others. Fosters and encourages teamwork

Duties and Accountabilities:

Assess the City's compliance with Health and Safety legislation in order to: promote the well-being of employees in the workplace; avoid exposure to risk; and reduce risks related to workplace injuries and/or non-compliance fines and penalties. Develop corporate and departmental Policies and Procedures based on assessments.

Provide case management for all medical/disability leaves, including return to work and work accommodations for all staff including Occupational and Non-Occupational claims. Facilitate return to work meetings with all parties – employee, supervisor, union representative and in some cases, third-party providers and physicians. Prepare, report and provide recommendations on claim trends using a variety of employee data sources.

Coordinate and support all human rights related accommodation requests, including meeting with workplace parties and providing responses.

Conduct workplace audits to increase wellness, minimize or alleviate unsafe work conditions and prevent workplace accidents; problem-solving and providing recommendations related to workplace practices/conditions.

Provide WSIB Administration and pursue cost-relief avenues where appropriate

Coordinate and facilitate the City's wellness program using direction from the City's Human Resources Strategy and Employee Engagement Surveys.

Lead and facilitate quarterly wellness programs and the City's Wellness Day.

Implement, update and support the City's Diversity, Equity and Inclusion strategy and deliverables.

Build relationships with Community Partners in support of the City's Diversity, Equity and Inclusion Strategy.

Coordinate the function, act as champion, assess the effectiveness and training needs, and act as a resource to all City Joint Health & Safety Committees.

Advise senior management on Health, Safety, Wellness and Equity related initiatives and recommendations.

Develop, implement, monitor, audit, and improve the City's Health and Safety programs in accordance with regulatory requirements, guidelines, standards and best practices, such programs include but not limited to mental health, ergonomics, first aid, driver evaluation, hearing conservation etc.

Stay current with legislation changes; interpret, provide advice, and promote legislative compliance by auditing the performance of all departments' adherence to the Occupational Health and Safety Act and its Regulations, other related legislation such as the Building Code and Fire Code, and industry standards, technical documents, any specific departmental Health and Safety policies and procedures.

Compile and develop tracking systems of statistics and data to facilitate the prioritization of mitigation strategies; interpreting applicable codes, standards, guidelines, and relevant legislation.

Monitor WSIB injuries and claims costs, in conjunction with H&S programs, with a goal of reducing WSIB Schedule 1 costs.

Analyze Health, Safety, and Disability related information to prepare metrics and reporting to support planning and programming and identify areas of opportunity.

Conduct and formalize job hazard and physical demands analysis for City positions.

Track worker injury and incident data and report any identified trends, and to applicable Managers and Supervisors.

Investigate Health and Safety related complaints/concerns and workplace incidents, including assisting with workplace harassment and violence issues. Identify root causes and provide guidance to Managers and Supervisors in the development and implementation of corrective actions.

Assist and support in workplace investigations including summarizing findings and implementing outcomes.

Develop competency profiles and training plans for each position in the City and build a training database with an associated budget. Develop, implement, coordinate, facilitate, and evaluate the effectiveness of various Occupational Health and Safety training sessions.

Facilitate the City's new hire orientation program.

Prepare health & safety records to be "audit" ready.

Assist in the preparation of the annual health, safety & wellness budget.

Create content for and update internal related communication boards.

Regularly tour City workplaces to provide health and safety support.

Perform ergonomic assessments and recommend additional assessments and/or suitable tools/equipment.

Lead the WSIB Health and Safety Excellence program.

Liaise with MLITSD and other regulatory agencies as required.

Employee Health & Safety Responsibilities:

Carry out work in a safe manner, preventing safety hazards to the incumbent and others;

Actively participate in all COS safety initiatives and trainings;

Report all hazards, incidents, accidents, near misses, injury or illness promptly to your supervisor; complete all requested documentation.

Follow all COS policies and procedures as well as the Occupational Health and Safety Act.

For a detailed description of worker responsibilities see the Occupational Health and Safety Act Part III Section 28

Specialist Health & Safety Responsibilities:

Ensure that every reasonable precaution for the protection of the worker is taken

Apply/enforce all current safety policies and legislation

Take corrective actions as necessary to ensure compliance with the rules

Communicate any changes to workplace safety and work methods to staff

Provide instructions to employees about safe work procedures

Provide PPE for workers and require that it be used as appropriate

Where hazards are identified, ensure corrective action is taken at once

Report all accidents immediately and investigate fully

Respond to all recommendations from the Workplace Inspection reports within 21 days, in

Work in cooperation with the JHSC/HR dept. at all times to enforce, develop and support the City's 's health and safety program

Serve as a role model by always directing and performing work in a safe manner.

Educational Requirements:

Diploma or Degree in Occupational Health & Safety, Environmental Health & Safety, Safety Management, Safety Engineering, Industrial Hygiene, Disability Management, Human Resources or related field.

CRSP designation is an asset

Certificate in Disability Management is an asset

Skills and Competencies at the working level:

- Strong knowledge and provide subject matter expertise on health and safety principles, Occupational Health & Safety Act, human rights, other applicable legislation, regulations and policies.

- Ability to manage workload with a great deal of autonomy while still collaborating, sharing expertise and drawing on the expertise of colleagues and partners
- Ability to clearly and effectively present/exchange/explain/receive/interpret information, adjusting language or terminology to the needs of the audience, while exercising respect, tact and courtesy at all times.
- Demonstrated ability to determine level of urgency, risk, and find opportunity for improvement
- Excellent verbal and written communication and presentation skills with strong attention to detail
- Demonstrate a positive attitude towards work and co-workers. Commit to establish and maintain positive working relationships with others; work as a team member, occasionally as a team leader.
- Ability to maintain confidentiality
- Ability to interact professionally and effectively with community partners, employees, third party services providers while exercising sound judgment, tact and diplomacy.
- Must be able to function both independently and as an active member of a team • Ability to support and contribute to a culture of safety and prevention of adverse health events
- Extensive knowledge of pro-active safety and wellness philosophies, practices and processes of change management.
- Strong computer skills and knowledge including MS Office Suite, Microsoft SharePoint, and HRIS systems, and practical experience in accessible documents. Ability to learn new software.
- Project management skills
- Ability to develop and present Safety, Wellness and Equity strategies and solutions to internal stakeholders.
- Exceptional organizational and time management skills; coupled with the ability to manage multiple priorities to successfully achieve deadlines.
- Ability to interact professionally and effectively with all levels of staff, exercising sound judgment, tact and diplomacy.
- Knowledge of, or demonstrated ability in, the City's core competencies and relevant functional competencies.
- Possess and maintain a valid Ontario Class "G" Driver's License, and access to a vehicle or access to reliable transportation is required

Experience at the working level:

Previous Work Related Experience (# of years or months): A minimum of 5 years of related experience, municipal experience preferred

Positional on-the-job training required (# of weeks or months): 12 months – annual cycle

Working Relationships: Will work with all levels of staff, council, members of the public, volunteers, and contractors.

Supervisor/Management:

Character of Supervision: (Type of supervision) General Supervision of the Health & Safety Programs

Independence of Decision Making:

Has established policies & procedures : Yes

Supervisor or lead hand usually available : Yes

Problem solves within clear guidance and/or past practice : Yes

Physical Demands: Length of time/repetitions/weight in average working day.

Computer Use: up to 7 hours

Walking: up to 5 hours

Standing: up to 5 hours

Sitting: up to 7 hours

Lifting: up to 50lbs

Ladder Climbing: Yes

Exposure: Hot and Cold Temperatures

Other: May be exposed to workplace hazards while attempting to resolve

Working Conditions:

Hours of work: 8:30 am to 4:30pm

Shift length: 7 hours

Shift Schedule: Monday to Friday

Additional Comments: Overtime will be required for meetings and operational demands

Consequence of Errors:

Errors could result in violation of legislation and resulting fines.

Errors could impact employee safety