

## **CITY OF HAMILTON**

### **CITY MANAGER'S OFFICE** **HUMAN RESOURCES DIVISION - HEALTH, SAFETY AND WELLNESS SERVICES, EMPLOYEE** **HEALTH AND LABOUR RELATIONS**

#### **HEALTHY WORKPLACE ADVISOR**

##### **SUMMARY OF DUTIES**

Reporting to the Manager, Health, Safety & Wellness, the Healthy Workplace Advisor is an integral and dynamic member of the Health, Safety and Wellness team that will actively lead, design, implement and evaluate a comprehensive and robust health and wellness program that supports the psychological and physical health of all employees. This role is responsible for developing, implementing, and promoting an innovative and progressive Corporate Healthy Workplace Program and providing consulting services to departments and divisions to support the health and wellbeing of employees.

##### **GENERAL DUTIES**

###### **Assessment and Identification**

Develops and recommends corporate goals and objectives as they relate to workplace health initiatives by researching, collecting, and analyzing data (internal and external) and information related to organizational and employee health levels.

Develops and manages mental health and psychological safety metrics and data collection strategy to monitor and improve organizational performance.

Conducts assessments and links workplace health and wellness initiatives and programs to corporate goals and objectives that promote wellbeing in the workplace, engagement, and retention. Meets with leaders to determine their operational needs as they relate to employee wellbeing. Supports the preparation of requests for proposals. With oversight from the manager, administers and supports the operational budget planning and monitoring in relation to the delivery of initiatives and programs. Determines 'best practices' to assist organization with retention and attraction of employees.

###### **Strategy and program development**

Uses creativity and innovation to develop leading healthy workplace strategies and programs, in consultation with stakeholders and aligned with best practice methodologies that ensure effective planning, research, analysis, development, implementation and evaluation. Ensures that strategy and program development utilize innovative and leading best practices aligned with change management best practices and addresses organizational needs. Leads the ongoing implementation and maintenance of the City's Workplace Mental Health Strategy.

Develops workplace health and wellness policies through consultation, research, and analysis of policy options. Once adopted, provides training and consultation support, monitors, and evaluates policy implementation.

###### **Education and awareness**

Develops and implements employee health and wellbeing education and/or programs based on defined priorities. Delivers training, provides consultation support, monitors, and evaluates implementation. Develops and implements communication and marketing strategies to ensure employee awareness and education of initiatives and programs.

### **Health Promotion**

Encourages and motivates employees to utilize wellness programs and services through a variety of methods. Researches, purchases, and compiles materials for distribution. Develops and maintains a monitoring system for distribution and usage of employee health and wellness resources. Plans, coordinates and delivers leading initiatives, programs, workshops, meetings of various sizes and complexity using various approaches. Provides training and consultation support on health promotion strategies to Human Resources staff, leaders, unions, and employees. Remains current with the literature on workplace health and wellness, including health promotion strategies, to assist with priority setting, program targeting and determination of workplace strategies.

### **Evaluation and Reporting**

Conducts evaluations of programs and initiatives and make recommendations based on evaluation results. Prepares written and verbal reports for City Council, leaders and as requested. Communicates and monitors the achievement of programs and initiatives and key performance measures. Sources and audits external programs to ensure objectives of Corporate Healthy Workplace Program are met.

### **Partnerships and Collaborations**

Builds relationships and works collaboratively and consults regularly with broad range of employees, at various levels, in the development, implementation and evaluation of initiatives and programs to ensure effective service delivery that balances client needs and corporate priorities.

Supports the City's Critical Incident and Peer Support team, Health, Safety and Wellness Specialists and local and corporate healthy workplace committees.

Provides oversight of the Employee Family Assistance Program respecting services related to employee health and wellbeing. Manages external service providers including negotiating rates, service agreements and program delivery. Represents the City on external workplace health advisory or professional groups/committees. Leads, facilitates and/or actively participates on various committees to identify, develop, and implement initiatives and programs. Remains current through networking and literature on workplace health and wellbeing including health promotion strategies, to assist with priority setting, program targeting and determination of workplace strategies.

### **Advisory Services**

Be a trusted advisor providing best practice advice and guidance to leaders and employees that supports health and wellbeing.

Work in accordance with:

- organizational principles and values and sets an example with demonstrated behaviour
- the provisions of applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures related to occupational health and safety.

### **QUALIFICATIONS**

1. Successful completion of post-secondary education in Human Resources, Health Promotion, Health Sciences, Behavioural Science, Occupational Health and Safety or related discipline or an equivalent combination of education and related experience. Post-graduate education in a related area is an asset.
2. Considerable amount of experience working in a similar capacity including conducting research, analysis of data, trends and gaining insights.
3. Highly motivated and demonstrates knowledge and experience in health promotion, program planning, implementation, and evaluation. Progressive experience developing workplace/corporate wellness strategies and programs in a diverse and complex public sector organization.
4. Experience leading innovative and progressive strategies to support employee psychological health and wellbeing including injury prevention is highly desired.
5. Experience working in a unionized environment is an asset.
6. Demonstrated ability in identifying priorities for targeted health promotion programming by reviewing epidemiological, behavioural, and socio-demographic data related to health promotion.
7. Experience conducting research, analyzing data, trends and reporting on insights.
8. Well-developed research, reasoning, analytical and problem-solving skills.
9. Demonstrated ability conducting needs assessments.
10. Thorough knowledge of healthy workplace frameworks, leading and best practices.
11. Experience in digital work environment. Working knowledge of Microsoft Office (Word, Excel) and database software, HR management systems, Parklane.
12. Demonstrated well developed professional and highly effective communication and presentation skills. Ability to express ideas effectively, verbally and in writing.
13. Leadership competencies related to creating and implementing programs with the ability to positively influence individuals at all levels of the organization.
14. Demonstrated project management skills to lead large, complex projects, working groups and committees.
15. Demonstrates a commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviours, and proactively managing bias.
16. Flexibility and workload prioritization skills to respond effectively and quickly.
17. Continuous improvement focus and stays up to date with innovative health promotion strategies and effective health promotion strategies reported in the literature and in networking with peers and experts in the field.