

## **CITY OF HAMILTON**

### **CITY MANAGER'S OFFICE**

**(HUMAN RESOURCES DIVISION – HEALTH, SAFETY & WELLNESS – LOCATION – 100 KING ST. W., 10<sup>th</sup> FLOOR)**

### **MANAGER, HEALTH, SAFETY AND WELLNESS**

#### **SUMMARY OF DUTIES**

Reporting to the Director of Employee Health and Labour Relations, responsible for the coordinated planning, organizing, and development of activities to provide a safe and healthy work environment for all City of Hamilton employees. Responsible for the integration of all workplace health, safety and wellness related policies and programs to minimize and ultimately eliminate workplace injuries and occupational disease, protect employee mental health and support overall wellbeing.

#### **GENERAL DUTIES**

Plan, organize and develop corporate policies, programs, and strategies related to all areas of employee safety, health, and wellness.

Oversee professional staff including healthy workplace specialist, occupational health nurse and health, safety and wellness specialists.

Design, develop, and promote a comprehensive occupational health, safety, incident prevention, and safe work practices program.

Develop and implement ongoing assessment tools to identify trends, best practices, alternate service delivery methods, and compliance with legislation and policies.

Develop unit work plan, manage unit activities and develop unit budget.

Define, implement, and monitor performance measures that assess the value of the Health, Safety and Wellness program.

Plan, deliver and evaluate a comprehensive workplace mental health strategy.

Liaise with external stakeholders and experts including Ministry of Immigration, Labour, Training and Skills Development, Workplace Safety and Insurance Board, health and safety associations and academic researchers.

Lead research and development of human resource policies and programs in areas of responsibility, ensuring an integrated "best practices" approach to safety, occupational health and wellness.

Work collaboratively with client departments to address their unique safety, occupational health and wellness needs, while aligning individual department's directions and priorities with the City's overall strategic directions for health, safety and wellness

Work collaboratively with other Human Resources Division managers to ensure that the activities and programs of the unit align with divisional strategies, mandate, and services.

Creatively employ technology, continuous improvement methodologies, and external providers to track activities to increase efficiency and effectiveness of programs and services.

Responsible for hiring, training, scheduling, advising, supervising, and performance evaluation of staff within the unit.

Provide advice to management at all levels of the organization on safety, occupational health and wellness.

Represent Human Resources Division at Senior Leadership Team, Council Committees, and Council meetings as required. Prepare and present reports to senior managers and Council on safety, wellness and occupational health activities and outcomes as required.

Perform other duties that are directly related to the normal performance of the job.

**QUALIFICATIONS**

1. University degree in Health Sciences or related field along with post baccalaureate diploma in occupational health and safety. Alternate combinations of relevant education and experience may be considered.
2. Demonstrated senior level experience pertinent to the job functions combined with relevant management training and experience, or an equivalent combination of education and experience.
3. A minimum of seven (7) years experience in a related role.
4. Must be familiar with all health and safety legislation and regulations, have knowledge of factors that pose potential or actual danger to health or safety in the workplace, and have knowledge of appropriate actions to be taken in order to ensure the health and safety of staff in accordance with applicable legislation and City policies and procedures.
5. Sound knowledge of relevant employment and labour legislation, standards and contractual obligations.
6. Sound knowledge of workplace psychological safety standards and programs along with workplace health and safety management systems.
7. Demonstrated experience in developing policy, programs, and practices in all areas of safety, occupational health and wellness.
8. Highly developed interpersonal skills with the ability to interact and communicate effectively with diplomacy and tact at all organizational levels including with members of Council.
9. Well-developed research, planning and organizational skills.
10. Ability to deal successfully with conflict.
11. Demonstrated ability to manage team and deliver work plan in a hybrid work environment (office/home).
12. Demonstrated ability to work strategically and effectively with operational management in identifying and meeting needs.
13. Demonstrated skill in implementing organizational change.
14. Demonstrated experience in leading and managing the performance of professional and administrative staff.
15. Demonstrated ability to initiate, lead, and implement progressive and proactive human resource policies and programs.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.\*\*\*\*\***