

# DISTRICT OF COLDSTREAM



## OPPORTUNITY PROFILE

Human Resources and Safety Advisor

COMPETITION NO: 2025-06



## The Community

Coldstream is a vibrant, family-friendly community in the beautiful North Okanagan. It is nestled in the Coldstream Valley, an area known for its agricultural activities, breathtaking views and endless outdoor and recreation amenities. The location allows for a quality lifestyle that is second to none - with quick and easy access to all necessary amenities. With a stable population of over 11,700, it's the second largest municipality within the North Okanagan Regional District.

## The Position

The District is seeking to fill the newly created position of Human Resources and Safety Advisor. The ideal candidate will be a dedicated, experienced professional, knowledgeable to work independently but capable of working as part of a strong team. This exempt, full-time position will be of interest to a confident professional who thrives in a busy work environment, is self-motivated and enjoys working with people. If you have a "can-do" attitude, can build positive relationships, are results oriented and are an experienced human resources professional then we want to hear from you!

Reporting to the Director of Financial Administration, the Human Resources and Safety Advisor will manage and provide operational and administrative human resources and occupational health and safety services. This position supports effective labour relations through recruitment, collective agreement interpretation and human resources administration. This position is also responsible for the implementation, administration and continued improvement of the District's Occupational Health and Safety programs.

## Required Education & Experience

- Post secondary degree or diploma in Human Resource Management or related field such as industrial relations, business, occupational health and safety
- Combined five (5) years experience in providing labour relations, occupational health and safety and administrative work, preferably in a municipal setting
- Preference will be given to candidates that hold, or are in the process of acquiring, a Chartered Professional in Human Resources (CPHR) designation



## KEY COMPETENCIES & SUCCESS FACTORS

### Leadership

Demonstrates authentic leadership by giving guidance and support, providing mentorship and being a positive role model. Leads by example with an engaging style. Has a consistent approach to working respectfully with others.

### Administration

Proven record of being able to inspire, direct, and evaluate people and activities. Sets objectives which are specific and clearly communicated, measurable, realistic and time targeted. Seeks out, appreciates and acknowledges input from others. Committed to equitable treatment and inclusivity.

### Visionary

Understands and interprets social, economic and political trends and issues facing the municipality, as relates to human resources capacity and the health and safety of employees. Innovative, open-minded and willing to explore new ideas and approaches.

### Communication

Builds trust through clear, concise and positive communication. Works collaboratively with others and is sensitive to diverse needs of staff, council and the community. Possess an honest, open and consistent approach to working with people. Highly ethical, honest, forthright and transparent.



## Primary Duties & Responsibilities

### Human Resources

- Provides HR guidance to all levels of staff, including advice, support, and development of policies, procedures, and collective agreements and liaises with legal counsel as needed
- Active member/organizer of the Labour Management Committee and participates or leads the bargaining/negotiation of the Collective Agreement
- Manages the recruitment process by consulting with directors/managers, posts positions, screens candidates, coordinates and participates in interviews, develops recruitment materials and employment letters and contracts
- Manages labour relations including investigations and recommendations for corrective actions to managers
- Creates, implements and supports HR programs and initiatives and develops reports for internal use or to Council as required
- Ensures all employee records are kept up to date, including the paid-on-call fire department personnel, in keeping with local government legislation and established records management requirements
- Manages all aspects of employee benefit administration including enrollments, modifications, updates or terminations, liaising with the plan broker if issues arise, coordinate employee benefits education, analyze benefit utilization and make recommendations, advise on forecasted trends, etc.
- Identifies areas of opportunity and makes recommendations to support effective, harmonious workplaces

### Occupational Health and Safety

- Implements the District's Safety Program to promote a safe and healthy workplace for all
- Ensures legal and regulatory compliance including the development of preventative policies, strategies and safety training across the organization
- Provides advice and support to directors, managers, supervisors to promote and maintain a safe and healthy work environment
- Develops and reviews safety documentation, ensuring compliance with WorkSafeBC legislation
- Conducts risk assessments and incident investigations and recommends corrective actions and controls
- Administers WorkSafe claims end-to-end, in consultation with the Director of Financial Administration
- Attends all Occupational Health and Safety Committee meetings, and provides support including reports, advice and research
- Coordinates safety training programs, as directed
- Annually reviews the District's Occupational Health and Safety Program and recommends and/or implements changes as may be necessary or advisable
- Stays informed of changes to Occupational Health and Safety legislation, laws and regulations and makes recommendations to promote ongoing compliance

## Required Skills & Abilities

- Knowledge and ability to apply the Human Rights Code, Labour Relations Code, Employment Standards Act, and the Workers' Compensation Act
- Sound knowledge of human resources, labour relations and occupational health and safety best practices preferably in a municipal setting
- Excellent interpersonal and communication skills and ability to deal with people in a tactful, diplomatic and professional manner
- Effective written and verbal communication skills including the ability to prepare comprehensive, concise and clear reports
- Exceptionally well organized and able to work effectively with minimal guidelines and supervision
- Ability to multitask, retain strong attention to detail and be results oriented in a multi-faceted, fast-paced environment with changing priorities
- Demonstrated ability to maintain confidentiality and exercise discretion

## Compensation

The salary range for this position is \$86,332 to \$97,518 based on the successful candidate's education and experience, and includes an extensive benefits package.



Please submit a covering letter and resume in confidence, quoting Competition #2025-06.  
Open until filled.

Chief Administrative Officer  
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