

# **Human Resources and Health & Safety Specialist**

The Municipality of Strathroy-Caradoc is looking for someone who shares our values of teamwork, respect, honesty and commitment. You will be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile to serve residents and ratepayers. Our mission is to lead and serve our communities by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we strive to reach it together.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

## **Strathroy-Caradoc... Urban Opportunity, Rural Hospitality.**

The Municipality of Strathroy-Caradoc is currently accepting applications for one (1) full-time, permanent "Human Resources and Health and Safety Specialist."

### **Position Summary:**

Reporting to the Director of Human Resources, the Human Resources and Health and Safety Specialist is responsible for leading the Municipality's corporate health and safety initiatives while supporting a broad range of Human Resources functions. The position also provides backup support for payroll administration as needed. Acting as a subject matter expert, the Human Resources and Health and Safety Specialist offers timely guidance, coaching, and support to employees, supervisors, and management in compliance with applicable legislation, corporate policies, and collective agreements.

### **Goal Statement:**

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

### **Duties and Responsibilities:**

- Lead and administer the Municipality's Health & Safety Program, ensuring compliance with the Occupational Health and Safety Act (OHSA) and other relevant legislation.
- Coordinate and support the activities of the Joint Health and Safety Committees, including attending meetings and ensuring timely resolution of issues.
- Maintain health and safety documentation including incident reports, inspections, and training records.
- Manage the training program for all staff, including scheduling of training and tracking completed training in the Municipality's Human Resources Information System.
- Manage the return-to-work and accommodation process for occupational and non-occupational injuries or illnesses, including liaising with WSIB and insurance providers.
- Assist departments in developing safe work procedures, risk assessments, and emergency response plans.
- Promote a proactive and positive safety culture throughout the organization.

- Foster a diverse, equitable and inclusive culture by ensuring diversity, equity and inclusion is considered in all aspects of human resources (recruitment, policies, organizational activities, etc.)
- Act as a primary resource to employees, supervisors and senior management for all Human Resources and Health and Safety-related matters.
- Participate and assist in the recruitment process including drafting job descriptions, posting vacancies and advertisements, preparing for and participating in interviews, and preparing and presenting job offers.
- Maintain job descriptions and training plans for all positions.
- Develop and deliver employee onboarding and orientation programs as needed.
- Communicate and train employees on Human Resource policies, programs, and procedures to support organizational strategies and objectives.
- Create a variety of instructional materials and facilitate education and training on HR related topics. Assist other departments in creating courses in the municipal learning management system.
- Advise and guide supervisors and managers on appropriate performance management and discipline measures; assist in writing letters and other documentation; attend or conduct meetings as required; perform necessary follow-up.
- Conduct thorough investigations of employment matters including recommended follow up under the guidance of the Director of Human Resources.
- Liaise with disability providers (WSIB and STD/LTD adjudicator), and manage the return to work process for occupational and non-occupational illness/incidents with a focus on early and safe return to work.
- Assist in all other functions of the Human Resources department as required.
- Provide back up for payroll.
- Maintain up-to-date knowledge of Human Resources and Health and Safety-related legislation such as the Employment Standards Act, the Occupational Health and Safety Act, and Human Rights.
- Maintain a high degree of confidentiality.
- Develop and maintain professional relationships with other staff, residents, community stakeholders and council members.
- Perform such other related duties as may be assigned from time to time.

### **Qualifications:**

- Minimum completion of a 3-year post-secondary program in Human Resources, Occupational Health and Safety Management or related field, or an equivalent combination of education and experience
- Minimum three (3) years' experience working in Human Resources, Occupational Health and Safety, or related field
- Canadian Registered Safety Professional (CRSP), Certified Human Resources Professional (CHRP), and/or Certified Human Resources Leader (CHRL) designations considered an asset
- Experience in all functional areas of human resources an asset, including: labour and employee relations, full-cycle recruitment, compensation, training and development, and health and safety
- Experience working a unionized, public sector organization considered an asset
- Excellent working knowledge of human resources- and safety-related legislation and best practices
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), and virtual meeting platforms. Experience developing training courses using the SCORM technical standard considered an asset.
- Excellent communication and listening skills, empathy and understanding of personal issues of employees at all levels while demonstrating fairness and firmness in resolutions
- Effective leadership, interpersonal and problem solving skills
- Excellent multi-tasking capabilities; proven ability to handle a busy office environment with competing priorities and deadlines while maintaining strong attention to detail
- Work experience within a municipal/public sector and/or unionized setting is an asset

- A valid Ontario class "G" Driver's Licence with a satisfactory driver's abstract
- Provide a satisfactory Criminal Record Check prior to starting employment
- Must be legally authorized to work in Canada

**Compensation:**

**Wage:** Band 6 – \$84,593.60 to \$105,742.00 per year (2025 rates)

**Benefits:** Comprehensive benefits plan including enrolment in the OMERS pension plan.

**Posting Type:** Existing vacancy

**Closing Date:** July 24, 2025 @ 4:00 PM

Only applications submitted through the Municipality's job board by the deadline noted above will be accepted.

*We thank all applicants but only those selected for an interview will be contacted. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for employment purposes. The Municipality of Strathroy-Caradoc is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.*