



JOB DESCRIPTION

Date: March 5, 2020

Position Title: Manager of Human Resources/Occupational Health & Safety

Department: Administration

Supervisor: Chief Administrative Officer

Position Summary:

As a key member of the District's Management team, under the direction of the Chief Administrative Officer, the Human Resources/Occupational Health & Safety Manager will oversee all aspects of these portfolios.

The Human Resources (HR) Manager is the lead person accountable for the overall provisions of HR services, benefits, policies and programs for the entire organization while exercising considerable independent judgment and action in handling matters of a confidential and sensitive nature and in dealing with the all levels of staff and the general public.

The Occupational Health & Safety (OH&S) Manager is the lead person in providing administration and implementation of organization-wide OH&S programs, policies and Corporate compliance.

Responsibilities:

Without limiting the generality of the following, the incumbent:

- Provides advice, guidance and assistance on human resources functions in a team environment, including health and safety, recruitment and selection, policy development, employee and labour relations, corporate training and development, and other related activities.
- Ensures consistent application of human resources policies, procedures and programs.
- Assists with the process of recruiting and selecting qualified job applicants including job postings, external advertising, receipt of applications, matrix screening, interviewing, reference checks and coordinating new hire processing.
- Responsible for correspondence relating to new employee enrolment, employee reassignments, terminations, benefits, and monitoring of probation periods.
- Administer benefits program and assist employees in applying for disability benefits when necessary.
- Research, develop and provide recommendations on the creation of new job descriptions or review and updates to existing job descriptions.
- Ensure policies, procedures and Collective Agreement language is understood throughout all levels of the organization.
- Provides support, advice and guidance to Senior Managers on a wide range of personnel issues in a variety of areas including: recruitment, retention, terminations, classification, staff training, professional development, performance management, staffing logistics, labour relations, position description development, and policy development and implementation.

- Organizes and assists with employee investigations for all matters, and may participate in employee discipline and grievance meetings.
- Administers grievance processes to ensure that timelines are met and provides advice to Department Heads at the various stages including investigations, responses and liaising with legal counsel as required.
- Deliver a comprehensive orientation program to all new employees.
- Streamline HR processes related to labour relations, researches case law and assists with preparing for mediation and arbitration hearings.
- Remain current on labour relations trends and developments in legislation and assists with identifying opportunities to ensure the District's compliance with legislation and Collective Agreement provisions.
- Participate in Labour/Management and other Committee meetings as required, which may include the preparation of agenda, minutes and relevant documentation.
- Conduct labour relations research and provide support in preparation for and during Collective Bargaining; attends with Senior Management at bargaining, investigation and/or grievance hearings and arbitrations.
- Prepare and process HR documentation, liaises with Payroll staff, local Union and maintain personnel files in a confidential manner and in keeping with local government legislation.
- Manage and monitor the District's medical certification requirements; including letters to physicians, communication with Senior Management and employees.
- Attend Council meetings when required.
- Oversee and maintain the District's OH&S Program, including managing WorkSafe BC (WSBC) claims, working to develop and implement return-to-work programs, ensuring compliance with WSBC regulations with regards to workplace inspections, standards and first aid certification levels.
- Administer the District's Joint Health & Safety Committee; act as an active Committee member, coordinate meetings, necessary documentation and activities.
- Coordinate the corporate training program including requirements under WSBC and organize workshops as required.
- Develop, implement, maintain and support programs, systems and procedures that foster a safe and healthy work environment
- Ensures legal and regulatory compliance including the development of proactive preventive strategies and safety training across the organization.
- Assist departments with development and review of written safe work procedures, policies, and programs related to OH&S in compliance with WorkSafe BC legislation.
- Lead and manage accident/incident investigations and ensure corrective actions are completed.
- Implement and update Safe Work Procedures.
- Stay current with best practices and legislative changes.
- Liaise with WSBC staff on inspections, incident investigations and consultations.
- Apprise the Chief Administrative Officer of emerging issues and critical incidents.
- Other related duties as required.

Required Knowledge, Skills and Abilities:

- Must demonstrate exemplary interpersonal communication skills to deal with a wide range of HR issues, using tact, professionalism and empathy.
- Must be familiar with interpreting the provisions of Collective Agreements.
- Comprehensive and current knowledge of WorkSafe BC regulations and requirements as they relate to the workplace.
- Ability to anticipate, recognize, evaluate and assist in the development of practical controls for addressing safety hazards and compliance.
- Demonstrated experience of managing occupational disability claims, return to work initiatives, accident investigations, workplace inspections and audits.
- Ability to build and maintain positive working relationships with other departments, outside agencies and the public.
- Ability to successfully deal with multiple priorities, be flexible, and problem solve under pressure in a fast-paced environment.
- An advanced level of written, interpersonal and communication skills.
- Ability to confidently exercise considerable independent judgment and make sound decisions that reflect well on the organization.
- Ability to act with tact and discretion around sensitive issues or situations and to maintain strict confidentiality as may be required or appropriate.
- Competent experience with Microsoft software (i.e. Excel, Word, Outlook and PowerPoint), and knowledge of databases.
- Good knowledge of the application of *Workers Compensation Act*, WorkSafe BC OH&S Regulations, *Employment Standards Act*, *Labour Code*, *Human Rights Code*, Municipal Pension Plan and other related legislation.
- Good knowledge and work experience in the functions and operations of local government.
- Ability to work independently with minimal supervision in a position requiring a high degree of accuracy, efficiency, diplomacy and confidentiality and to organize and prioritize work to meet deadlines.

Required Education and Experience:

- Completion of Grade 12 supplemented with post-secondary education in HR with a CPHR Designation and related courses in OH&S; a designation with a CRSP would be an asset.
- Minimum three (3) years related experience, preferably in a complex unionized environment with a consistent track record of exhibiting leadership skills.
- Sound understanding of human resources policies and practices, including labour relations, policy development and implementation, change management and recruitment.
- Experience on leading Joint Health & Safety Programs is an asset.
- Thorough knowledge of WorkSafe BC Regulations, Labour Relations Codes, Human Rights Legislation and Employment Standards Act.
- Valid Class 5 BC Driver's License.
- Obtain and maintain a clear RCMP Reliability Status (Criminal Record Check).