



Canadian Centre for Occupational Health and Safety  Centre canadien d'hygiène et de sécurité au travail

## JOB DESCRIPTION

Position Title: Manager of Health, Safety and HR Operations  
Service Unit/Department: Human Resources  
Reports to (Title): Director of Human Resources  
Position #: HR-131  
Classification Level: 13 (under review)

## JOB SUMMARY

Through its services and products, CCOHS advances health and safety in Canadian workplaces, and the physical and mental well-being of working Canadians.

The Human Resources Department delivers the full scope of human resources services to the Centre, including recruitment and selection, employee orientation, onboarding, training and development, succession planning, performance management, compensation, benefits and pension administration, time and attendance management, human resource records, information systems, disability management, employee and labour relations, organizational effectiveness, health, safety, wellness and sustainability, and leadership of organizational culture, diversity, equity, and inclusion initiatives.

Reporting to the Director of Human Resources, the Manager of Health, Safety and HR Operations leads a team of human resources professionals and is responsible for overseeing the operations of the Human Resources Department. The incumbent will take a hands-on approach in the implementation of the Centre's people management policies, programs, initiatives, and daily activities. This position maintains a dotted line reporting directly to the President and Chief Executive Officer in its health, safety, wellness, and sustainability functions.

## DUTIES AND RESPONSIBILITIES

- 1. Human Resources Operations 40%**
  - 1.1 Collaborates with the Director of Human Resources on the Centre's human resources (HR) strategy and budget, and the development and maintenance of HR policies, programs, and initiatives; supports or executes the implementation and operationalizing of policies, programs, and initiatives; evaluates and makes recommendations for improvements and changes.
  - 1.2 Advises management team members on the interpretation and application of the Collective Agreement and employee and labour relations matters in their service unit/department to ensure fairness and consistency and support positive workplace relations.
  - 1.3 Leads the employer's response at Level One of the grievance procedures to effect appropriate and timely resolution of issues.
  - 1.4 Participates in the collective bargaining negotiations process by coordinating required reports and presentations, conducting necessary research on behalf of the employer, and may be required to participate as a member of the employer's negotiation team.
  - 1.5 Advises on people management matters including performance management, training, development, succession planning, time and attendance, discipline, and other aspects. Keeps the Director of Human Resources apprised of issues that may require escalation.
  - 1.6 Maintains a deep understanding of compensation practices and works closely with HR team members to oversee and accurately administer classification, pay, pension, and benefits, and collaborates with Finance to ensure payroll accuracy and supports annual salary budget forecasting.

- 1.7 Supports managers in decision making regarding organizational design and the development and updating of job descriptions and position requirements to accomplish the service unit/department's goals and objectives.
- 1.8 Participates as a management representative on the Joint Labour/Management Classification Committee, providing expertise and guidance in organizational design and job evaluation.
- 1.9 Oversees and/or leads the recruitment and selection process, reviews and approves recommendations for appointment and employment contracts.
- 1.10 Monitors human resources key performance indicators to identify areas for improvement and solutions to redesign and continually improve human resource programs and processes.
- 1.11 Anticipates and monitors legislative changes which may impact organizational HR policies and programs.
- 1.12 Supports the Director of Human Resources in efforts related to diversity, equity, inclusion, values, organizational culture and effectiveness, and employee and labour relations, to make CCOHS a great place to work where all employees can thrive.

## **2. Health, Safety, Wellness and Sustainability Leadership**

**40%**

- 2.1 Leads the CCOHS health, safety, wellness and sustainability framework and strategy.
- 2.2 Develops, implements, and maintains a robust health and safety management system that includes policies and procedures, including relevant employee education and records retention.
- 2.3 Manages compliance with applicable legislation and standards including the Canada Labour Code, Government Employees Compensation Act, Canadian Human Rights Act, Federal Sustainable Development Act, and regulations, and adherence to health, safety, psychological health and safety standards, sustainability guidelines and the related provisions of the collective agreement.
- 2.4 Remains apprised of anticipated legislative changes, consults, and advises on the impact of legislative or policy changes.
- 2.5 Leads organizational initiatives that promote psychological health and safety.
- 2.6 Prepares reports of health, safety, and wellness performance of the organization intended for internal stakeholders and regulatory agencies.
- 2.7 Establishes and monitors procedures for the protection of employees during emergent circumstances (e.g., natural disaster, fire, pandemic, etc.).
- 2.8 Provides support, technical expertise, and guidance to the Work Place Health and Safety Committee (WPHSC), management team, employees and their representatives as needed, working to ensure a collaborative relationship, and responds to WPHSC requests or recommendations on behalf of the employer.
- 2.9 Advises managers regarding occupational health and safety compliance requirements and assists in the resolution of employee concerns, including addressing work refusals.
- 2.10 Reviews and submits regulatory reports, as required.
- 2.11 Represents the employer in any regulatory matters involving inspections or investigations by authorities and responds in writing on the employer's behalf.
- 2.12 Investigates all incidents, as prescribed, and coordinates with workers' compensation to establish claims and report occurrences as prescribed.
- 2.13 Conducts risk assessments, safety audits and inspections and ensure adherence to protocols, provides updates to team members on results and decides on corrective measures.
- 2.14 Manages occupational injury and illness claims and provides advice regarding appropriate accommodations for illness, injury, or persons with disabilities, including recommendations for specialized equipment, tools, or process modifications.
- 2.15 Receives, reviews, and evaluates notices of occurrences of workplace harassment and violence on behalf of the employer as the designated recipient and facilitates the resolution process.
- 2.16 Designs, operationalizes, and measures sustainability programs and activities.
- 2.17 Prepares appropriate sections of CCOHS' departmental plan and departmental results report related to sustainable development goals and greening of government.
- 2.18 Contributes to CCOHS guidance development on the impact of climate change on occupational health and safety.

**3. Staff and Financial Resources Management 15%**

- 3.1 Directs, monitors, and evaluates the work of the Human Resources Generalist and Human Resources Administrator to achieve the targets and goals of the department.
- 3.2 Leads all aspects of departmental employee management including, but not limited to, hiring, coaching, mentoring, and developing staff, as well as performance management including setting individual goals and objectives, performance assessment, talent retention and, if warranted, discipline and termination.
- 3.3 Manages financial resources to support the CCOHS safety, wellness, sustainability, and human resources strategy in compliance with delegated financial authorities, policies, and procedures.

**4. Other 5%**

4.1 Other related duties, as assigned.

**SUPERVISION**

Direct Reports (#)	2
Indirect Reports (#)	Supports and coaches two (2) Work Place Health and Safety Committee Co-Chairs

**EDUCATION**

- Post-secondary education in a relevant field (business administration, human resources management and/or occupational health and safety or similar).
- Related professional certification (Canadian Registered Safety Professional (CRSP) or Certified Human Resources Professional Leader (CHRL) is required. Demonstrated progress in meeting eligibility requirements and actively working toward such designations may be accepted.

**EXPERIENCE**

- Ten (10) years progressive health and safety experience, of which at least three (3) years are at the management level.
- At least three (3) years of recent related experience in a people management role.
- Experience establishing and achieving business objectives to support organizational strategic plans.
- Experience leading, motivating, and influencing multi-disciplinary teams.
- Experience in Human Resources and Labour Relations is highly desirable.
- Experience in a unionized environment of professional employees, preferably within the public sector, is required.
- Demonstrated ability and experience in management of direct reports to lead, motivate and coach teams to obtain cooperation, instill accountability and achieve results.

**SKILLS**

- Sound knowledge of federal legislation including the Canada Labour Code, Government Employees Compensation Act, Canadian Human Rights Act, Privacy Act, Financial Administration Act, and applicable regulations.
- Self-directed and self-motivated, demonstrating a high level of professionalism, ethics, and confidence.
- Ability to earn trust of others and develop positive working relationships across the organization.
- Experience using technology to support various safety and HR management functions (database management, operating systems, search/retrieval software and Microsoft suite).
- Expertise gathering credible information, analyzing facts, identifying potential solutions or recommendations, evaluating proposals, and preparing systematic plans (Plan, Do, Check, Act cycle).

- Ability to effectively influence stakeholders, solve complex interpersonal problems and identify creative solutions to resolve conflict.
- Ability to deal with sensitive, personal, and confidential information with tact, sensitivity, and diplomacy while maintaining appropriate confidentiality.
- Excellent project and time management.
- Experience developing and delivering employee education in classroom and virtual environments.
- Superior facilitation skills as well as written and verbal communication skills.
- Demonstrated skills in mediation, negotiation, coaching and facilitation.
- Excellent verbal and written communication and presentation skills.
- Proficiency in MS software including Word, Excel, Outlook, PowerPoint, SharePoint, OneDrive, and comfortable in learning HR-specific software.
- A flexible, creative, open-minded approach to problem solving.
- Ability to communicate in both official languages is highly desirable.

#### OTHER

Hours of Work: 37.5 hours per week, Monday to Friday  
Daily schedule is determined in consultation with manager, within the core hours of operation.

Job-Specific Requirements: Security screening.