



Position Title: **Human Resources/Health & Safety Manager**
Reports To: CAO
of Direct Reports: 0
Status: Full-time
Revision Date: October 09, 2024

JOB PURPOSE

Reporting to the CAO, this dual role ensures that the Municipality of Red Lake not only complies with legal requirements but also proactively fosters an environment that supports employee engagement, safety and productivity. The Human Resources and Health & Safety Manager promotes and encourages a positive workplace culture that emphasizes equality, diversity and inclusion. Ensures adherence to Ontario Occupational Health and Safety Act and other relevant regulations.

SPECIFIC ACCOUNTABILITIES

- Guarantee that all departments within the Municipality of Red Lake are in compliance with all applicable federal and provincial legislation.
- Develop, review, and enforce policies and procedures by ensuring these policies are up to date with current legal standards and best practices.
- Create Staff Reports for any policies that need to be updated for Council approval.
- Responsible for conducting monthly inspections and risk assessments to identify and mitigate potential hazards.
- Implement control measures to minimize workplace risks and improve safety outcomes.
- Develop and conduct health and safety training and monthly safety talks for all levels of staff.
- Ensure employees are educated about workplace safety practices, emergency procedures, and equipment usage.
- Act as a liaison between management and union employees to promote mutual understanding and respect.
- Resolve employee issues and grievances in a fair and timely manner.
- Oversee the performance appraisal, performance evaluations and succession planning.
- Implement strategies to improve employee performance and productivity.
- Oversee investigations into workplace incidents, accidents or near-miss incidents.
- Maintain compliance with the Ontario Occupational Health and Safety Act, Labour Code, Workplace Safety and Insurance Act, Human Rights Code and update employees on amendments made to any of these Acts or Commissions.

- Act as Chair of the Health and Safety Team by scheduling meetings, preparing the agenda to distribute in advance to all team members, updating meeting minutes, lead and facilitate the meetings by ensuring a participatory approach where all members can contribute.
- Collaborate with department supervisors with recruitment and selection, onboarding, orientation, performance management and possible terminations.
- Post job vacancies on suitable job search websites, and the Municipality of Red Lake's website.
- Participate in negotiations of union's collective bargaining agreement renewal.
- Research any new developments within the Human Resources field and implement changes where needed.
- Maintain up to date training records for all employees and regularly review to ensure mandatory training requirements are met.
- Responsible for ensuring all sensitive and confidential information is handled with care and in compliance with both legal regulations and organizational policies.
- Use HRIS for streamlined tracking and reporting.
- Implement and manage secure storage solutions for both physical and electronic confidential records.
- Attend all essential meetings.
- Perform other duties and tasks as assigned by the Chief Administrative Officer.

WORKPLACE REQUIREMENTS

- Valid Ontario Driver's License in good standing
- Ability to sit and do computer work for sustained periods of time

RELATIONSHIPS

Internal: All departments within the Municipality of Red Lake, and Council

External: Other Human Resources and Health and Safety colleagues, training instructors, provincial officials and the public.

KNOWLEDGE, SKILLS & TECHNICAL ABILITIES

- Postgraduate Certificate or Diploma in Human Resources Management, Business Administration or a related field.
- Certificate in Occupational Health and Safety is beneficial.
- Comprehensive understanding of Human Resources practices and procedures.
- Experience with the recruitment life cycle.
- In-depth knowledge of Ontario Occupational Health and Safety Act, Ontario Human Rights Code and Employment Standards Act.
- Awareness of workplace safety standards and practices, including incident investigations and risk assessments.
- Understanding labor relations especially in a union setting, including collective bargaining and grievance procedures.

- Ability to lead and inspire all employees to a positive work environment with safety in mind.
- Strong planning and organizational skills to anticipate future HR and Safety needs.
- Ability to optimize the use of HRIS to streamline Human Resource processes.

Demonstrate ability and commitment to the Core & Leadership Competencies:

- TBD