

Job Description

MANAGER OF HUMAN RESOURCES AND HEALTH & SAFETY



Position Synopsis and Purpose

Reporting to the Chief Administrative Officer (CAO), the Manager of Human Resources and Health & Safety provides professional and confidential leadership and oversight to the Municipality's human resources and occupational health and safety functions. This role is responsible for strategic human capital planning, employee and labour relations, policy development, performance management, health and safety compliance, training, and compensation and benefits. The Manager ensures compliance with relevant legislation and promotes a healthy, respectful, and safe workplace culture.



Responsibilities

PRINCIPAL DUTIES

Human Resources Administration and Leadership

- Provide strategic HR leadership across the organization; act as key advisor to the CAO and senior management team on human capital matters.
- Develop, review, and implement HR and Health & Safety policies and procedures in compliance with legislation and best practices.
- Oversee and participate in full-cycle recruitment including job postings, interviews, selection tools, contracts, and onboarding.
- Manage employee and labour relations including conflict resolution, investigations, progressive discipline, and terminations.
- Lead performance management programs and employee recognition initiatives.
- Ensure all employee records, job descriptions, salary grids, and organizational structures are current.
- Support Directors and Managers with coaching, succession planning, and workforce development.
- Support the CAO and Treasurer during the preparation, involvement and implementation of Union Negotiations (CUPE).

Health & Safety Program Oversight

- Develop and manage a comprehensive occupational health and safety program that aligns with legislative requirements.
- Act as liaison to Joint Health and Safety Committees; coordinate inspections, investigations, and training programs.
- Maintain safety compliance records, physical demands analysis, hazard assessments, and standard operating procedures.
- Oversee WSIB claims management and coordinate return to work and modified duties.
- Ensure emergency preparedness protocols, ergonomic assessments, and wellness initiatives are delivered and documented.

Compensation and Benefits

- Lead compensation strategy including job evaluation and salary administration.
- Administer benefits and pension plans (e.g. OMERS), ensuring employee eligibility and proper enrollment.
- Review benefit plans regularly in consultation with brokers and legal counsel.
- Prepare and respond to salary and benefits surveys.

Organizational Management

- Prepare and monitor departmental budgets, reports, variance tracking and operational forecasts.
- Serve as the municipal lead for human resource legislative compliance (ESA, OHSA, AODA, MFIPPA, etc.).
- Collaborate on internal communications and staff training development.
- Attend Council, Committee or other meetings as required and prepare reports or recommendations for Council consideration.

Other

- Comply with the Occupational Health and Safety Act, and the Municipality's policies and procedures.
- Other duties as assigned.

This job description is intended to relay information that describes the general responsibilities, tasks and processes involved in performing the duties of this job in each of the respective departments. It is not intended to be a comprehensive list of tasks or a detailed step-by-step job manual.

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Preferred Qualifications

Education (degree/diploma/certifications)

- University degree or college diploma in Human Resources, Business Administration, or related field.
- Certified Human Resources Professional (CHRP) designation (CHRL an asset).
- Canadian Registered Safety Professional (CRSP) certification considered an asset.

Experience

- Minimum five (5) years of progressive experience in human resources and health & safety in a municipal or public sector setting preferred.

Knowledge/Skill/Ability

- Thorough knowledge of labour legislation (ESA, OHSA, LRA, OHRC, etc.) and HR best practices.
- Proven leadership, organizational and conflict resolution skills.
- Demonstrated ability to manage confidential and sensitive matters with discretion.
- Excellent written and verbal communication skills.
- Strong computer skills (MS Office, HRIS, payroll systems; experience with Laserfiche, Keystone, or CityWide an asset).



Work Setting

- Physical demand requires significant computer work concentration and sitting in meetings. Normal hours of work are 40 hours per week, Monday to Friday. Work is primarily conducted in an office environment, with frequent demands related to deadlines, meetings, and personnel management. Occasional travel to other municipal locations, Council meetings, and external training sessions is required. A high degree of confidentiality and professionalism is expected.

Contacts

Frequency Legend
Constant – every day for most of the day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

Contact	Frequency	Nature of Interaction
CAO	Daily	Interaction related to the financial affairs of the Municipality
Council Members	Regular	Council meetings
Other Senior Managers	Regular	As required interaction re: inter-departmental activities
Other Staff	Daily	As required interaction re: inter-departmental activities
Other Levels of Government		As appropriate.

Work Conditions

Physical Effort and Environment – At certain times may have to work in excess of their normal workweek.

The physical working environment is comfortable, normally indoors in an office or a meeting room.

Mental Effort – The mental strain resulting from the work is considerable and constant.

There are many interruptions. Decisions must be made quickly. Tight deadlines must be met. Problems addressed are complex and varied.

The Municipality of North Middlesex is an Equal Opportunity Employer. Accommodation will be provided upon request in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will only be used for the purposes of candidate selection.

Position Title	Manager of Human Resources and Health & Safety
Division	Administration
Department	Administration
Classification	Non-Union
Reports to (Direct)	Chief Administrative Officer
Hours per Week	40
Effective Date	April 2025
Revision Date	April 2025