



POSITION DESCRIPTION

Human Resources and Health & Safety Coordinator

Department	Office of the CAO
Classification	Non-Union
Reports to (Direct)	Chief Administrative Officer
Positions Supervised Directly	N/A
Position(s) Supervised Indirectly	N/A
Hours per Week	40
Effective Date	September 2026

POSITION SUMMARY

Reporting to the Chief Administrative Officer (CAO), the Human Resources and Health & Safety Coordinator provides a broad range of human resources and health and safety coordination and support across the Municipality. This position supports the delivery and administration of HR programs and processes, including full cycle recruitment and onboarding, employee and labour relations support, policy and collective agreement administration, training coordination, records management, and workplace health and safety initiatives while ensuring compliance with applicable legislation and best practices.

The Human Resources and Health & Safety Coordinator works closely with the CAO, senior leaders, supervisors, employees, unions, vendors, and external partners to support consistent, compliant, and effective HR practices. The position assists with grievance administration, supports the Municipality's participation in collective bargaining as part of the bargaining table team, and helps administer health and safety, WSIB, return-to-work, and workplace accommodation processes. The role requires sound judgment, discretion, professionalism, and the ability to manage confidential and sensitive employee information.

RESPONSIBILITIES

Human Resources Coordination and Administration

- Coordinate and support day-to-day human resources functions, including recruitment, selection, onboarding, employee records, HR correspondence, and confidential file management while managing confidential and sensitive employee matters with professionalism and discretion.
- Manage and coordinate full cycle recruitment processes, including preparing job postings, screening applications, arranging interviews, preparing interview materials, completing reference checks, supporting candidate communications, and assisting with offers of employment.

- Support the CAO, managers, and supervisors with the interpretation and administration of HR policies, procedures, investigations, collective agreements, and employment-related legislation.
- Assist with employee and labour relations matters by gathering information, preparing documentation, maintaining records, coordinating meetings, and supporting follow-up actions.
- Provide administrative and coordination support for grievance processes, including preparing materials, scheduling meetings or hearings, taking notes as required, maintaining records, and supporting the CAO or designate during grievance hearings.
- Participate as a member of the Municipality's bargaining table team by assisting with preparation, research, costing support, meeting materials, note-taking, and follow-up documentation.
- Support workplace accommodation, attendance management, return-to-work, and related HR processes in coordination with the CAO, supervisors, employees, medical providers, and other applicable parties.
- Coordinate employee training and professional development activities, including legislative compliance training, orientation materials, accessibility training, and other HR-related learning initiatives.
- Maintain accurate and confidential HR records, including personnel files, job descriptions, organizational charts, seniority lists, training records, and related documentation in accordance with applicable policies and records retention requirements.

Health and Safety Coordination

- Coordinate and support the Municipality's health and safety program in accordance with the *Occupational Health and Safety Act*, applicable regulations, and corporate policies and procedures. Coordinate health and safety training, orientation, and communication initiatives to support legislative compliance and safe work practices.
- Serve as the municipal liaison to Joint Health and Safety Committees and coordinate inspections, incident investigations, safety meetings, and training initiatives including meeting schedules, agendas, minutes, workplace inspections, recommendations, and follow-up tracking.
- Maintain safety compliance documentation including hazard assessments, physical demands analyses, incident reports, and safety procedures. Maintain health and safety documentation, including training records, inspection records, incident reports, safety procedures, physical demands information, and other compliance-related materials.
- Manage WSIB claim administration, return-to-work planning, modified duties, and workplace accommodation processes in coordination with the CAO, supervisors, employees, medical providers, and other applicable parties.
- Assist with emergency preparedness, ergonomic assessments, workplace wellness, and related health and safety initiatives as required.

Compensation and Benefits

- Coordinate compensation and benefits administration processes, including maintaining records, preparing documentation, and supporting job evaluation, salary administration, and pay equity-related activities.

- Administer employee benefits and pension processes, including OMERS enrollment, eligibility changes, employee communications, and coordination with benefit providers.
- Liaise with benefit providers, brokers, advisors, and internal departments to support timely and accurate benefit and pension administration.
- Participate in salary and benefits surveys to support competitive compensation strategies.

Organization and Corporate Responsibility

- Identify HR and health and safety items for consideration through the annual budget process, support related documentation as required, and administer approved vendor payments in accordance with municipal purchasing and financial procedures.
- Ensure compliance with applicable legislation including the *Employment Standards Act*, *Occupational Health and Safety Act*, *Accessibility for Ontarians with Disabilities Act*, *Human Rights Code*, *Labour Relations Act*, and the *Municipal Freedom of Information and Protection of Privacy Act*.
- Prepare reports, summaries, materials, and presentations as required for review by the CAO, Council, Committees, or senior leadership.
- Collaborate with departments to support HR, health and safety, internal communication, and corporate initiatives as assigned.
- Participate on internal committees, emergency management activities, and corporate initiatives as assigned.
- Perform related duties and other responsibilities as assigned.

Note: All activities are expected to be performed safely, 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.

MINIMUM QUALIFICATIONS

Education (degree/diploma/certifications)

- Post-secondary diploma in Human Resources, Business Administration, Occupational Health and Safety, or a related field.
- Certified Human Resources Professional or Leader (CHRP or CHRL) designation considered an asset.
- Canadian Registered Safety Professional (CRSP) certification, health and safety training, certification, or related coursework considered an asset.

Experience

- Four years of related human resources experience, preferably in a municipal, public sector, or unionized environment.
- Demonstrated experience supporting recruitment and selection processes.
- Experience interpreting and administering collective agreements, HR policies, and employment-related legislation.

- Experience supporting labour relations processes, including grievance administration and collective bargaining preparation, considered an asset.
- Experience supporting health and safety, WSIB, return-to-work, or workplace accommodation processes considered an asset.

Knowledge/Skill/Ability

- Working knowledge of employment-related legislation, including the *Employment Standards Act*, *Occupational Health and Safety Act*, *Labour Relations Act*, *Ontario Human Rights Code*, *Accessibility for Ontarians with Disabilities Act*, and other applicable legislation.
- Knowledge of human resources best practices and industry standards, including recruitment and selection, onboarding, employee records, policy administration, attendance support, workplace accommodation, and employee/labour relations support.
- Knowledge of health and safety program administration, including Joint Health and Safety Committee support, workplace inspections, incident reporting, safety documentation, WSIB, and return-to-work coordination.
- Ability to interpret and apply collective agreements, HR policies, procedures, and legislative requirements in a unionized environment.
- Strong organizational skills with the ability to coordinate multiple priorities, maintain accurate records, meet deadlines, and follow through on confidential or sensitive matters.
- Sound judgment, discretion, and professionalism when handling confidential employee information, workplace issues, grievances, accommodations, and health and safety matters.
- Strong written and verbal communication skills, including the ability to prepare correspondence, reports, meeting materials, notes, and employee communications.
- Strong interpersonal skills with the ability to work collaboratively with the CAO, managers, supervisors, employees, union representatives, vendors, and external partners.
- Proficiency with Microsoft Office, HRIS/payroll systems, records management systems, and other related software; experience with municipal systems considered an asset.

WORK SETTING

Contacts

CONTACT	FREQUENCY	NATURE OF INTERACTION
Chief Administrative Officer	Frequent	Receive direction, provide updates, seek guidance on HR, labour relations, health and safety, and related administrative matters, and support assigned projects or initiatives.
Senior Leadership / Department Heads / Managers / Supervisors	Regular	Provide HR and health and safety coordination advice and support, assist with recruitment, policy and collective agreement administration, workplace documentation, accommodation/return-to-work matters, and follow-up actions.
Employees / All Departments	Regular	Respond to HR and health and safety inquiries, provide information and coordination support, assist with onboarding, training, records, forms, and related employee matters.
Union Representatives	As required	Coordinate communications, documentation, scheduling, and administrative support related to labour relations matters, grievances, and collective bargaining preparation as directed.
Vendors / Benefit Providers / External Partners	As required	Coordinate information, documentation, invoices, and service-related matters for HR, benefits, pension, recruitment, training, health and safety, WSIB, and related services.
Council / Committees	Infrequent	Prepare or provide information, reports, or administrative support as required through the CAO or designate.
Public / Applicants	Regular	Respond to general inquiries, support recruitment communications, provide information regarding employment opportunities, and direct matters appropriately.

Work Conditions

- Works primarily in an office environment, with attendance at other municipal facilities, off-site meetings, investigations, inspections, training sessions, or health and safety-related activities as required.
- May be required to attend Council, Committee, labour relations, grievance, bargaining, Joint Health and Safety Committee, or other meetings outside regular business hours, as required.
- Normal hours of work are 40 hours per week, Monday to Friday, with some flexibility required to support operational needs.
- Interactions require professionalism, discretion, confidentiality, tact, and the ability to communicate clearly with employees, supervisors, managers, union representatives, vendors, applicants, and external partners.
- Work involves handling confidential and sensitive employee, labour relations, health and safety, WSIB, accommodation, recruitment, and workplace documentation.

*Job description is subject to change without notice