



## JOB DESCRIPTION

**POSITION TITLE: MANAGER – HEALTH, WELLNESS & SAFETY**

**REFERENCE NO: 100533**

**DIVISION: CORPORATE SERVICES**

**DEPARTMENT: HUMAN RESOURCES**

**APPROVAL DATES: BY:**  **DATE:** Jul 26, 2022  
**MANAGING DIRECTOR – CORPORATE SERVICES**

**BY:** *Stan Schwartzberger* **DATE:** Jul 26, 2022  
**CHIEF HUMAN RESOURCES OFFICER**

### **GENERAL DESCRIPTION:**

This non-union management position is responsible for the leadership and overall coordination and oversight of the corporate occupational health, wellness, and safety (HW&S) functions. Additionally, the position is required to lead the development, implementation, and ongoing maintenance of a corporate wellness strategy as it relates to occupational health, employee wellness and safety. This position is responsible for capitalizing on emerging trends in HW&S using proactive and system thinking techniques for best possible outcomes on behalf of the organization.

### **ORGANIZATIONAL RELATIONSHIPS:**

- Reports directly to the Director – Human Resources/Chief Human Resources Officer.
- Directly supervises the Health & Wellness Supervisor and Corporate Safety Supervisor.
- Internal relationships include those with corporate departments as customers, other HR staff as peers and all levels of management and staff in an advisory role.
- External relationships are maintained with appropriate legislative authorities, professionals from other organizations and as well as third party service providers.

### **PRIMARY FUNCTIONS/ACCOUNTABILITIES:**

This position will be responsible for the development and delivery of programs and initiatives that:

- Enhance the safety of City employees, and
- Enhance the physical and mental health and wellness of employees.

### **Build relationships within the organization that promote health, wellness, and safety:**

- Establish and maintain strong working relationships with corporate departments to understand their varied operations and respective health, wellness, and safety support needs.
- Build cooperative relationships within the HW&S supervisors and indirectly their teams and with other HR work groups to mutually strengthen the overall level of service provided by corporate HR.
- Communicate with managers, unions, and individual employees where appropriate to understand and constructively resolve issues.
- Work collaboratively with HR leaders to translate the business initiatives and requirements into development strategies and learning plans required to develop leadership competencies throughout the organization
- Recognize and proactively determine health, wellness, and corporate safety strategies in response to emerging trends with the objective of achieving and maintaining a positive and supportive culture related to collective and individual health, wellness, and safety.
- Build and manage ongoing relationships with third party suppliers.

**Provide leadership to the HW&S Supervisors in the planning, implementation and evaluation of programs and services offered:**

- Exhibit strong and proven understanding of the business of corporate health, wellness, and safety including related legislated standards and desired corporate outcomes and assist corporate departments in meeting those standards / outcomes.
- Create shared service vision and mission in collaboration with the Director and HW&S Supervisors and translate into specific program objectives and detailed work plans.
- Monitor and report progress against plans and stated outcomes.
- Create and support an environment that enables and empowers employees to achieve performance excellence, fostering teamwork and continuous improvement.
- Prepare reports and recommendations to senior management on the approval of programs.
- Identify development opportunities for employees to maximize their potential.
- Ensure satisfactory communication to, from and within the work teams.
- Oversee the efforts of team members to deliver excellent, customer-focused programs and services (including addressing resource requirements and resolving issues).
- Respond to or refer queries, initiate action and ensure appropriate follow up on matters related to health, wellness, and / or safety.
- Other related HR and administrative tasks including budgets, reports, managing contracted services, etc.

**Facilitate development of corporate wellness policies, programs, and services:**

- Facilitate and incorporate involvement of customer departments in the development of corporate policies, programs, and services to ensure shared ownership.
- Promote research and report on appropriate options, develop recommendations, solicit approvals for various policies, programs, and services.
- Promotions / communications related to corporate wellness strategies.
- Direct delivery of programs and services including managing necessary internal resources or contracted services.

**REQUIRED COMPETENCIES:**

- Broad understanding of occupational health, organizational wellness initiatives, and corporate safety management systems and their effective application.
- Understanding of the City's diverse operations and how departments deliver services to the public and other departments.
- Excellent relationship and team-building skills, proven ability to develop proactive partnerships with business leaders and functional leaders; participate effectively in teams and utilize diverse skills of team members.
- Strong HR professional who is viewed as a key contributor to the management team and a creative problem solver capable of developing, recommending, and presenting multiple solution options.
- Broad knowledge of applicable legislation and regulations governing occupational health and safety in the Province of Alberta.
- Demonstrated ability to lead and support a team of safety and health professionals in developing commitment and ensuring accountability to established objectives.
- Versatile and practical in approach to issues, enthusiastic in seeking input and comfortable working in team settings and sharing tasks to achieve objectives.
- Adept at understanding how departmental programs and services contribute to organizational objectives present and in the future.
- Proven business acumen and ability to think strategically while partnering with various departments to meet the organization's needs and requirements.
- Demonstrated ability to recognize opportunities and be comfortable in moving across organization lines to initiate appropriate action.
- Excellent communication skills to develop effective working relationships and maintain trust within corporate departments, unions, HR and generally throughout the organization.
- Advanced facilitation / presentation skills to express ideas, engage others and influence action towards various health, wellness, and safety outcomes.
- Ability to plan, develop and implement policies, programs and services that bridge corporate objectives and departmental needs including completing work at a task level.
- Strong knowledge and ability to utilize standard business software as a tool for communication,

- analysis, and documentation.
- Knowledge of project management principles and ability to use a systematic approach to make decisions and advance initiatives.
- Capable of modeling healthy lifestyles and skilled in influencing others to make positive choices.

**REQUIRED QUALIFICATIONS:**

- Successful completion of a bachelor's degree in human resources or health, wellness or safety or related field from a recognized post-secondary institution.
- Seven (7) years of experience in health, wellness and/or corporate safety programs including four (4) years direct experience in leading professionals and developing teams.
- Experience with mid to large organizations operating in a unionized environment is considered an asset.
- Preference for additional education, certification and / or experience in organizational wellness, occupational health and / or corporate safety.
- CPHR Chartered Professional Human Resources is an asset.
- An equivalent combination of management approved training and education may be considered.

July 26, 2022