



# Employment Opportunity



**Job ID:** #SCHII-24-06  
**Job Title:** Manager Health, Safety and Wellness  
**Department:** Human Resources  
**Campus:** Thunder Bay, ON  
**Status:** Full Time, Permanent  
**Job Category:** Schedule II

**Date Posted:** January 23, 2024  
**Closing Date:** February 29, 2024

## Why Lakehead University?

Thunder Bay is one of Canada's top emerging cities. Here you will find a mix of modern city living and the best of nature – all on your doorstep. Thunder Bay provides small city affordability, big city opportunities and the bonus of a superior lifestyle. When it comes to location, nature and cost of living, Thunder Bay is one of the best places to live in Canada. For more on the vibrant city of Thunder Bay, visit [thunderbay.ca](http://thunderbay.ca).

At Lakehead University we challenge the conventional to provide a university experience that is far from ordinary. Your unique ideas will be respected and encouraged. Join our thriving academic community where you can make a real difference through innovation and collaboration.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. In 2022, for the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest ranked university in the world with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

## About this Job

As a key member of the Human Resources Management Team, the Manager of Health, Safety, and Wellness reports directly to the AVP, Human Resources. In this integral role, the Manager oversees the University's health, safety, and wellness programs, ensuring their effective and efficient operation in strict accordance with established legislation and recognized best practices. Responsibilities encompass providing consultative services on a spectrum of health and safety issues, including OH&S programs, risk assessments, WSIB claims management, Wellness programs, sick and long-term disability management, and workplace violence. The Manager collaborates with University management at all levels and engages with union representatives to facilitate return-to-work scenarios and employee accommodations. Active participation in the planning, development, and implementation of comprehensive Health, Safety, and Wellness programs, policies, and processes further solidifies the Manager's role as a vital contributor to the University's overall organizational excellence.

## Job Duties

- **Comprehensive Oversight:** The Manager assumes a pivotal role, acting as a key resource and subject matter expert for Occupational Health, Safety, and Wellness matters across the University, guiding both the community and Senior Administration.
- **Regulatory Compliance and Policy Leadership:** With a focus on regulatory compliance, the Manager advises on liability issues, ensures adherence to OH&S regulations, and spearheads the development and maintenance of impactful health and safety policies, aligning with long and short-term safety objectives.
- **Ministry of Labor Liaison and Incident Management:** Responsible for managing interactions with the Ministry of Labor, the Manager serves as the point of contact for critical incidents and reportable issues. They handle compliance orders, penalties, assessments, and injury investigation reports, and address workplace violence.
- **Program Management and Committee Engagement:** Leading the health and safety program, the Manager provides expertise, administers the budget, conducts risk assessments, and actively participates in emergency response.
- **WSIB and Student Claims Management:** The Manager oversees all aspects of WSIB, including documentation, reporting, and coordination with various stakeholders. They are also responsible for reporting and managing claims for University students on "unpaid placement."
- **Comprehensive Disability Management and Workplace Accommodation:** From the onset of illness to the employee's return to full duties, the Manager handles all aspects of disability management, providing support and coordination with relevant stakeholders. They collaborate with department leadership and unions to develop rehabilitation plans and return-to-work programs ensuring compliance with Duty to Accommodate legislation.
- **Accessibility Committee and Record Maintenance:** Actively participating in the University Accessibility Committee, the Manager oversees mandatory AODA training. They also maintain strict confidentiality in record-keeping related to disability and accommodation.
- **Strategic Wellness Leadership:** Take a critical role in shaping policies, coordinating wellness activities, and advocating for comprehensive employee well-being, ensuring a holistic and integrated approach to workplace wellness and recommendations for workplace improvements.
- **Attendance Management:** Implement a comprehensive system to track, monitor, and report attendance for all staff at the University, ensuring accurate and up-to-date records. Conduct meetings with both supervisors and employees to provide support and address issues related to high levels of absenteeism, fostering a proactive approach to attendance management.
- **Data Accuracy and Collaboration:** Collaborate closely with the Finance department on year-end vacation statistics to maintain precise and reliable attendance data.

## Qualifications

- A minimum of 7-10 years of senior experience in occupational health and safety, preferably in an academic and/or public sector environment.
- A minimum of an undergraduate university degree in Human Resources or related field. An appropriate combination of education and experience will be considered.
- Relevant designation (Certified Health and Safety Consultant, Canadian Registered Safety Professional, Disability Management, etc.) considered to be an asset.

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- Demonstrate experience leading health and safety portfolios, advising and coaching senior leaders in a unionized environment, focusing on industry best practices and legal implications.
- Exhibit considerable knowledge of relevant legislation, including Occupational Health and Safety Act, Workers' Compensation Act, Accessibility for Ontarians with Disabilities Act, Fire Code, and Ontario Human Rights Code. Understand collective agreements related to health and safety.
- Showcase the ability to negotiate and resolve sensitive health and safety issues. Possess excellent communication and interpersonal skills, establishing trust at all organizational levels.
- Adapt to a fast-paced environment, with thorough knowledge of diversity principles, dispute resolution, Violence in the Workplace (Bill 168) investigation, and the ability to exercise judgment and critical thinking within the scope of authority.

## Working Conditions

- Office environment

## What do We Offer?

This position offers a competitive remuneration package including salary, comprehensive benefits package, life insurance, pension plan, and tuition waiver.

Lakehead University has a commitment to supporting employees and providing opportunities for flexible and diverse work arrangements. We are proud to share the [Alternate Work Arrangement Guideline](#) as a step to creating innovative schedules that work for our employees to promote a quality work-life balance. Please inquire with the hiring manager if this position is eligible for an Alternate Work Arrangement.

## How to Apply

Interested applicants may apply by clicking on this link to [this Google Form](#) and attaching your cover letter and resume in word or PDF format.

If you are experiencing any issues with the Google Form, please email [careers@lakeheadu.ca](mailto:careers@lakeheadu.ca) for assistance.

**We appreciate your interest; however, only those selected for an interview will be notified. Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.**

**Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8010 ext. 8334 or [human.resources@lakeheadu.ca](mailto:human.resources@lakeheadu.ca) to make appropriate arrangements.**