



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20260717_SWA
POSITION TITLE:	SAFETY AND WELLNESS ADVISOR
DEPARTMENT:	HUMAN RESOURCES
POSITION TYPE:	FULL-TIME REGULAR EXEMPT POSITION
POSTING TYPE:	INTERNAL/EXTERNAL
HOURS OF WORK:	Monday – Friday between 8am – 5pm; 35 hours per week

The City of Colwood, on the traditional territory of the Songhees and Kosapsum Nations, is a spectacular seaside community set apart by its outstanding natural setting and exceptional quality of life for people of all ages and abilities. Preserving connections to nature and protecting our natural environment while supporting the prosperity of residents and businesses are priorities for the City. Just 25 minutes from downtown Victoria on the West Shore and home to roughly 22,000 residents, the City of Colwood is a great community and organization to be a part of.

The City has an exciting opportunity for a motivated, self-starting and energetic individual to join our team as the **FULL TIME REGULAR SAFETY AND WELLNESS ADVISOR**. This is an exempt, non-management position that is excluded from the bargaining unit. The ideal candidate has directly related experience in a local government or public sector environment.

NATURE AND SCOPE OF WORK

Reporting to the Manager of Human Resources, the Safety & Wellness Advisor provides professional level guidance, support, and administration of the City's occupational health and safety (OHS) program and related Human Resources (HR) services, programs and policies, to promote a safe, healthy, and productive workplace and maintain our Certificate of Recognition (COR) designation.

Working collaboratively with all departments, the Advisor supports the continuous improvement of safety and wellness policies, procedures, and practices, to ensure WorkSafeBC compliance and reduce workplace risks. The role provides advice to the City's Joint Occupational Health and Safety committees, administers WorkSafeBC claims, and coordinates return to work and/or accommodation processes, on behalf of the City. The incumbent will also administer Long-Term Disability claims on behalf of the City and support non-work-related illness, injury and/or accommodation case management, general workplace wellness initiatives and projects, and related employee and/or labour relations matters.

The Advisor regularly interacts with employees, supervisors, managers, union representatives, and external partners. Success in this role requires the ability to build trusted relationships, influence positive safety behaviours, and exercise sound judgement, professionalism, confidentiality, tact, and discretion.





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As an integral member of the HR team and the broader City of Colwood team and workplace community, the Safety and Wellness Advisor models, promotes and ensures adherence to all workplace policies and work procedures, including but not limited to demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.

A complete job description is available at www.colwood.ca/careers

MINIMUM TRAINING AND EXPERIENCE REQUIRED*

- Completion of a minimum of a one (1) year Occupational Health and Safety certificate from a recognized post-secondary institution OR a two (2) year vocational/technical certificate or diploma in another relevant field such as human resources, disability management, ergonomics, kinesiology, etc.
- Canadian Registered Safety Technician (CRST) certification; Canadian Registered Safety Professional (CRSP) or eligible/actively working towards is preferred.
- Minimum of three (3) years' experience in a dedicated safety advising role, including supporting disability/ability management and return to work/stay at work programs within a unionized environment; additional human resources experience is a strong asset.
- Experience with Fire Departments, Public Works or similar work environments is preferred; municipal government or public sector experience is an asset.
- Experience with WorkSafeBC's Certificate of Recognition (COR) program is an asset.
- Experience with SharePoint and formal records classification systems is an asset.
- Intermediate level First Aid or equivalent.
- Other relevant certifications are an asset (e.g. Respiratory Fit Tester, Traffic Control Person, etc).
- Valid Class 5 BC driver's license with a good driving record.
- Ability to work flexible hours, usually with notice, including occasional evenings or weekends, is required.

**an equivalent combination of relevant education and relevant experience may be considered.*

POSITION COMPENSATION:

The recruitment range for this position is \$98,653.26 (range minimum) to \$116,062.65 (range midpoint) per annum. In alignment with the City's Compensation Philosophy and Exempt Pay Administration Policy, a successful candidate's initial pay offer will be within the recruitment range and will be determined through evidence that they meet the education, training and experience requirements; assessment of their required knowledge, skills and competencies; and with consideration to equity within our existing team. Please note that the full pay range extends to \$133,472.05 (range maximum) per annum.





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APPLICATION PROCESS:

Applicants are to submit a complete application package which includes a cover letter, resume, and a listing of all personal education, training, and experience relevant to the position.

All application packages must reference **Posting ID# COC20260717_SWA** and are to be submitted to the Manager of Human Resources via careers@colwood.ca.

A review of interest will begin **July 31, 2026**, but the competition will remain open until filled.

The City of Colwood is committed to employment equity and fostering inclusivity within our workplace.

We value diversity and are always seeking applications from individuals to enrich the diversity of our team to represent the community we serve.

