



CITY OF COLWOOD

JOB DESCRIPTION

TITLE: SAFETY AND WELLNESS ADVISOR
DEPARTMENT: HUMAN RESOURCES
POSITION TYPE: EXEMPT
PAY RANGE: GRP3 2026; Min: \$98,653.26 – Mid: \$116,062.65 – Max: \$133,472.05
LAST UPDATED: JULY 2026

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.

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.

TYPICAL DUTIES AND RESPONSIBILITIES

- Promote the City's goal of being an employer of choice and support a positive employee experience throughout the employee lifecycle.
- Serve as the primary employer contact for occupational health and safety matters with internal and external stakeholders; provide advice, guidance and support to managers, supervisors and employees on safety, wellness, abilities management, and related workplace matters.
- Contribute to the development, maintenance, administration and continuous improvement of health, safety and wellness, and other HR policies, programs, procedures, practices.
- Coordinate the City's annual COR audit process and monitor annual action plan progress.
- Monitor OHS legislation, WorkSafeBC requirements, and OHS and related HR industry best practices, recommending and implementing OHS program changes as required.
- Coordinate and deliver OHS training, orientation, education, and awareness programs and activities.
- Provide guidance and support to Joint Occupational Health and Safety Committees.

- Participate in risk assessments and workplace accident, incident, and injury investigations.
- Support managers in ensuring their employees remain up to date with relevant testing and certifications by monitoring central HR/OHS records; may coordinate re-training/testing/certification as required.
- Oversee the City's First Aid Attendant program and may support workplace emergency preparedness activities, including EOC, as required; maintains related supply inventories.
- Administer WorkSafeBC claims on behalf of the City, including coordinating claims management activities in collaboration with WorkSafeBC case managers, appointed professionals, relevant managers, supervisors, and employees.
- Provide employee relations and case management support related to health and wellness (medical leave, non-work-related injury, abilities accommodation, attendance management support, etc), including Long-Term Disability claim administration, return to work/stay at work planning, work modification planning, meeting preparation, participation, documentation and correspondence preparation; support Manager of HR with more complex cases, including those involving confidential labour relations.
- Interpret and ensure compliance with collective agreement provisions related to matters of health, safety and wellness; support investigations of grievances or other complaints; support corrective actions and prepare related correspondence; participate in labour relations processes as relevant and required.
- Maintain all OHS program related files and records, including confidential WorkSafeBC or LTD claim records and other sensitive records in accordance with the City's records classification system and legislative requirements.
- Support the Manager of Human Resources with tracking and reporting organizational OHS metrics for the Joint Occupational Health and Safety committees, City leadership and/or Council.
- Provide input for the preparation of the OHS section of the annual HR&OHS budget.
- May attend Council meetings as required, such as those related to annual budget and operational service review.
- Contributes to and participates in special HR projects and initiatives to promote and enhance physical and psychological safety and general workplace wellness awareness and goals.
- Performs other related duties both independently and as an integral member of the HR team, as required.

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.*

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Sound working knowledge of the Worker's Compensation Act, OHS regulations, policies, guidelines and other relevant OHS and HR legislation and resources and clear understanding of their application in the workplace.
- Applied knowledge and skill in basic claims and case management including disability management.
- Demonstrated ability to maintain extreme confidentiality, professionalism, and exercise tact and discretion, including in determining when to refer matters to a higher or different authority or professional/specialized expertise.
- Proven ability to establish trust and maintain effective working relationships with a variety of internal and external individuals, including senior leaders through front line staff and union representatives, and including through interactions involving conflicts, complaints, disagreements, criticisms, and matters of personal and professional sensitivity.
- Ability to model and extend empathy, compassion, care, and understanding over judgement and criticism, and to encourage others to do the same.
- Ability to understand strategic priorities, explain to others, and connect to operational measures to achieve.
- Effective communication skills, both verbally and written, with the ability to adapt messaging to a variety of audiences.
- Excellent organizational and prioritization skills with an ability to adapt to frequent changes.
- High attention to detail, including while under pressure.
- Well-developed problem-solving skills; demonstrated resourcefulness and creativity within a sometimes-ambiguous environment.
- Proficient technical and computer skills using MS Office suite products and ability to learn and adapt to new technologies.
- Presentation and facilitation/instructional skills, including ability to create supporting materials and/or activities.
- Proven ability to maintain clear accurate detailed records using a records classification system.
- Ability to work both independently and collaboratively within a team.
- Demonstrated proficiencies in the core competencies of:
 - Strategic Agility: Anticipates future needs, opportunities, and consequences; uses a proactive approach to act and achieve desired outcomes.
 - Innovation: Strives for innovation in the workplace; champions new ideas and creative solutions.
 - Change Management: Actively promotes appropriate change as a necessary business function. Supports people through transition and change.
 - Collaboration: Uses a consultative approach to initiate and foster a spirit of cooperation to achieve corporate goals.
 - Customer Focus: Provides excellent service to both internal and external customers.
 - Safety Focus: Remains mindful of physical and psychological safety and plans, assigns, and performs work in a way that minimizes risk of injury to self and others and models sound occupational health and safety and wellness practices.
 - Personal Insight and Rapport: Demonstrates Colwood's values, awareness of strengths and weaknesses, seeks feedback, fulfills commitments, demonstrates courage to do what is right.
 - Supporting Employees: Encourages and inspires employees to contribute to organizational success.

WORKING CONDITIONS

Work is conducted primarily within an office environment however periodic visits to all City workplace sites, including outdoor field sites is required.