



May 2025

DISTRICT OF COLDSTREAM

JOB DESCRIPTION

POSITION: Human Resources and Safety Advisor

REPORTS TO: Director of Financial Administration

SUPERVISES: None

Reporting to the Director of Financial Administration, the Human Resources and Safety Advisor will manage and provide operational and administrative human resources and occupational health and safety services. This position supports effective labour relations through recruitment, collective agreement interpretation and human resources administration. This position is also responsible for the implementation, administration and continued improvement of the District's Occupational Health and Safety programs.

Primary Duties and Responsibilities:

Human Resources

- Provides HR guidance to all levels of staff, including advice, support, and development of policies, procedures, and collective agreements and liaises with legal counsel as needed
- Active member/organizer of the Labour Management Committee and participates or leads the bargaining/negotiation of the Collective Agreement
- Manages the recruitment process by consulting with directors/managers, posts positions, screens candidates, coordinates and participates in interviews, develops recruitment materials and employment letters and contracts
- Manages labour relations including investigations and recommendations for corrective actions to managers
- Creates, implements and supports HR programs and initiatives and develops reports for internal use or to Council as required
- Ensures all employee records are kept up to date, including the paid-on-call fire department personnel, in keeping with local government legislation and established records management requirements
- Manages all aspects of employee benefit administration including enrollments, modifications, updates or terminations, liaising with the plan broker if issues arise, coordinate employee benefits education, analyze benefit utilization and make recommendations, advise on forecasted trends, etc.
- Identifies areas of opportunity and makes recommendations to support effective, harmonious workplaces

Occupational Health and Safety

- Implements the District's Safety Program to promote a safe and healthy workplace for all
- Ensures legal and regulatory compliance including the development of preventative policies, strategies and safety training across the organization
- Provides advice and support to directors, managers, supervisors to promote and maintain a safe and healthy work environment
- Develops and reviews safety documentation, ensuring compliance with WorkSafeBC legislation
- Conducts risk assessments and incident investigations and recommends corrective actions and controls
- Administers WorkSafe claims end-to-end, in consultation with the Director of Financial Administration
- Attends all Occupational Health and Safety Committee meetings, and provides support including reports, advice and research
- Coordinates safety training programs, as directed
- Annually reviews the District's Occupational Health and Safety Program and recommends and/or implements changes as may be necessary or advisable
- Stays informed of changes to Occupational Health and Safety legislation, laws and regulations and makes recommendations to promote ongoing compliance

General

- Develops and administers templates, forms and other administrative tools to enable effective personnel and safety records and reporting
- Gathers, analyzes and interprets personnel and safety data to inform policy and program recommendations and initiatives
- Maintains ongoing professional development to stay current in best practices and in the application and interpretation of relevant legislation and provincial directives
- Follows all policies, procedures and standards, as amended from time to time, of the District of Coldstream
- Attends Council and Committee meetings as required
- May be required to assist the District in providing emergency services. Duties assigned during an emergency may differ from regular duties.
- May require flexible work hours outside the normal workday including attendance at evening Council or Committee meetings
- Performs other related duties as assigned.

Required Education and Experience:

- Post secondary degree or diploma in Human Resource Management or related field such as industrial relations, business, occupational health and safety
- Combined five (5) years experience in providing labour relations, occupational health and safety and administrative work, preferably in a municipal setting
- Preference will be given to candidates that hold, or are in the process of acquiring, a Chartered Professional in Human Resources (CPHR) designation

Required Knowledge, Skills and Abilities:

- Knowledge and ability to apply the Human Rights Code, Labour Relations Code, Employment Standards Act, and the Workers' Compensation Act
- Sound knowledge of human resources, labour relations and occupational health and safety best practices preferably in a municipal setting
- Excellent interpersonal and communication skills and ability to deal with people in a tactful, diplomatic and professional manner.
- Effective written and verbal communication skills including the ability to prepare comprehensive, concise and clear reports.
- Ability to work effectively and cooperatively in a team atmosphere.
- Proficiency in the use of Microsoft Office applications and electronic meeting platforms (i.e. Zoom, Microsoft Teams).
- Exceptionally well organized and able to work effectively with minimal guidelines and supervision.
- Ability to multitask, be organized, retain a strong attention to detail and be results oriented in a multi-faceted, fast-paced environment with changing priorities.
- Demonstrated ability to maintain confidentiality and exercise discretion.
- Flexible and able to prioritize work in a fast-paced environment, working to deadline.
- Valid BC Class 5 Drivers License