



Hamilton Public Library (HPL)

## **Human Resources Coordinator – Temporary contract up to 18 months**

### **POSITION SUMMARY:**

We are seeking an innovative, self-directed, results-oriented professional, who demonstrates a visionary and collaborative style to coordinate our Health and Safety Program. In this critical role you will coordinate and support our Health and Safety program (OHS), as well as coordination of our attendance and disability management system at all levels of HPL. Reporting to the Director of Human Resources, you will promote, facilitate and coach (employees & managers) in exemplary Health and Safety practices at HPL. The scope of your responsibility will include the development of best practices in Health and Safety Programs that not only respond to current organizational needs but also anticipate future requirements aligning with our Board's strategic directions.

### **KEY DUTIES & RESPONSIBILITIES:**

- Act as the expert resource on Health and Safety Programs (OHS), which includes disability and attendance management, involving research of best practice, problem solving and critical thinking to develop the recommended course of action.
- Provide advice, and support to leaders in the organization including Directors and Managers (eg. resolving complex OHS issues, return to work complex cases etc.).
- Promote innovative approaches to handle OHS and disability management
- Ensure consistent, thorough OHS and disability management policies are in place in alignment with the collective agreement and corporate policies.
- Establish and develop relationships with internal and external partners in regards to OHS and disability management.
- Provide education related support and training to HPL management on OHS and disability management related matters.

### **QUALIFICATIONS:**

- Bachelor's degree in a relevant field or equivalent combination of education and experience
- CHRP designation or other OHS certification is preferred
- 2-3 years experience in health and safety and disability management is required.
- Proficiency with Microsoft Office applications and familiarity with HRIS required.
- Theoretical and practical knowledge of legislation, standards, codes, procedures and techniques related to OH&S is required.
- Technical knowledge of hazardous materials and regulations and ability to assess hazards, conduct workplace assessments and develop resolutions is required.
- Problem solving skills, verbal and written communication skills, good concentration and attention to detail, high level planning and organizational skills and priority setting to complete tasks with deadlines are required.
- Knowledge of adult education needs and the design and delivery of training to adults is required.

- The ability to work with little supervision and independently make decisions is required.

**Salary:**     **\$77,678 – \$90,847 per annum;** 4% vacation pay biweekly; benefits are not available in this temporary position.

**Temporary Full time;** 35 hours per week

**Tentative start date: November 1, 2019 for a period up to eighteen months due to a leave.**

***Please be aware the selection process may involve any of interviews, test, and presentations or any combination thereof.***

Please visit [www.hpl.ca](http://www.hpl.ca) and proceed to employment opportunities to apply through City of Hamilton recruiting site

**Please apply on or before September 23, 2019**

#### **Terms**

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.

The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace.

It is the responsibility of applicants to provide qualifications, licenses and related experience relevant to the qualifications outlined on their application for this competition and ensure that their application is received by the closing date or they may not be considered. On the basis of the criteria set out above, this posting is open to qualified applicants.

By submitting a resume, you are declaring the statements made by you are true, complete and correct to the best of your knowledge. You understand that any falsification of statements, misrepresentations, deliberate omission or concealment of information may be considered just cause for dismissal.

We invite you to visit our website to obtain further information on a career at Hamilton Public Library. All applications are appreciated; only those selected for an interview will be contacted.