

At the City of Brampton, our focus is people. From our employees to the community we serve, people are at the centre of everything we do. Our city is a living Mosaic made up of 250 cultures and 171 spoken languages. Recognized by **Forbes** as one of Canada's top employers and **Maclean's** best communities in Canada, the City of Brampton is a dynamic and innovative place to work and experience. We want you to join us in serving our diverse community with pride and passion.

Our Focus Is People ●●●●●



JOB TITLE: Manager, Health, Safety & Wellness
DEPARTMENT: Corporate Support Services
POSTING NUMBER: 106975
NUMBER OF POSITIONS: 1
JOB STATUS & DURATION: Full Time Permanent
HOURS OF WORK: 35 hour workweek
LOCATION: City Hall
SALARY GRADE: 8
HIRING SALARY RANGE: \$128,709.00 - \$144,798.00 per annum
MAXIMUM OF SALARY RANGE: \$160,886.00 per annum
JOB TYPE: Management and Administration
POSTING DATE: December 08, 2025
CLOSING DATE: December 19, 2025

AREA OF RESPONSIBILITY:

Reporting to the Director of Human Resources, the Manager, Health, Safety and Wellness develops the strategic direction, manages and oversees the development, delivery and performance of integrated health, safety and wellness programs and initiatives ensuring compliance with legislative and regulatory standards while fostering the corporate culture of health, safety, wellness and early and safe return to work while maintaining compliance with relevant laws and regulation. The incumbent is a member of the Human Resources leadership team and will implement progressive strategies and develop practices to support a diverse and high performing workforce.

OPERATION STRATEGY

- Manage and develop procedures and processes to meet departmental goals and objectives.
- Work with Senior Management in strategic planning to plan for short and long-term business plans, through research, analysis and monitoring of relevant factors such as technological and organizational resources.
- Monitor, evaluate programs and recommend innovative strategies that improve service delivery and effective management of resources to meet Service Plan goals and objectives.
- Analyze external dynamics and other data sources to assess trends and develop actionable insights and recommendations to management.

STAFF MANAGEMENT

- Manage, coach and provide guidance to promote effective employee relations and encourage increased morale, innovation and productivity toward the successful accomplishment of the Service Plan goals and objectives.
- Interview, recruit and hire staff to meet the Service Plan goals and objectives.
- Conduct performance management formal process and annual review to monitor and establish recruitment and selection criteria, training and development opportunities through regular meetings to discuss individual performance.

CUSTOMER SERVICE

- Liaise and interact with government agencies, public and private sector organizations, departments and stakeholders to exchange information and acquire knowledge.
- Provide guidance, advice, counselling as required to resolve escalated concerns through effective investigation, mediation and conflict resolution.

RELATIONSHIP MANAGEMENT

- Build and foster strong working relationships and collaborative arrangements with internal and external customers, stakeholders and government agencies to promote, develop and integrate the Service Plan goals and objectives that drive business solutions.
- Recommend strategy and initiatives to management based on legislative requirements, best practice, analytics and employee needs.
- Liaise and communicate with regulatory government officials and industry leaders and manage outsider suppliers, vendors and consultants for optimal service.
- Provide consultative advice to Executive Director and liaise with legal counsel for the preparation and presentations of proceedings relative to OHS.

COMMUNICATION AND REPORTING

- Communicate effectively and establish links with stakeholders to identify needs and evaluate alternative business solutions to meet the Service Plan goals and objectives
- Oversee and direct the development and communication of OHS and employee wellness information and processes to effectively inform management and employees.
- Prepare documents, correspondence and reports for presentation to senior management.

CORPORATE CONTRIBUTION

- Anticipate, assess and evaluate internal and external factors and trends that affect the organization such as technological and organizational practices and recommend strategies to implement measures and mitigate risks.
- Maintain knowledge of collective agreements, City policies and practices, legislation, regulations and Standard Operating Procedures (SOPs).

BUDGET MANAGEMENT

- Manage and control the budget, ensuring approvals and spending are consistent with operating objectives to ensure budget compliance.
- Negotiate with internal and external stakeholders and vendors while maintaining optimum cost-benefit relationships.
- Use of effective resource and expense management at all times to meet corporate policies and guidelines.

TEAMWORK AND COOPERATION

- Lead and manage projects and program initiatives.
- Ability to foster engagement and contribute to the building of consensus to achieve Service Plan goals and objectives.
- Ability to work collaboratively within a team environment to achieve Service Plan goals and objectives while respecting diverse cultural backgrounds and perspectives.
- Provide advice and guidance on relevant matters to peers.
- Demonstrate corporate values at all times.

SELECTION CRITERIA:

EDUCATION:

- Post-secondary degree in Health and Safety, Human Resources, Disability Management or related education and industry experience.
- Must hold or be eligible and able to obtain one of the following certifications within Canadian Registered Safety Professional (CRSP); Certified Health and Safety Consultant (CHSC) Certified Disability Management Professional (CDMP).
- Certified Human Resources Leader (CHRL) is an asset.

EXPERIENCE:

- 5-7 years health and safety experience preferably in both public and unionized environments.
- 5 years' experience in a leadership capacity.

OTHER SKILLS AND ASSETS:

- Excellent knowledge of and ability to interpret and apply the Occupational Health & Safety Act (OHSA) and Regulations, Workplace Safety and Insurance Act, Ontario Human Rights Code, collective agreements and related legislation.
- Additional formal training and/or experience with the treatment, management and prevention of psychological and musculoskeletal injuries and illnesses and/or Ergonomics is preferred.
- Experience managing and leveraging contracts with third-party vendors such as Employee and Family Assistance Programs, disability claim litigators, Disability Insurance Providers, and Occupational Health Services is preferred.
- Experience in municipal/public sector is an asset.
- Experience managing WSIB claims as a Schedule 2 employer is preferred.
- Experience with Disability Management Software i.e. Parklane system is preferred.
- Experience in the application of corporate STD, LTD programs with a focus on early and safe return to work.
- Experience with Occupational Health and Safety Management Systems is preferred.

***Various tests and/or exams may be administered as part of the selection criteria.*

Interview: Our recruitment process may be completed with video conference technology.

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available. *Hybrid until January 5, 2026.

If this opportunity matches your interest and experience, please apply online by clicking the button above quoting **reference #106975** by December 19, 2025, and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

As part of the application process, applicants will be invited to complete a self-identification survey. The survey is voluntary. Participation in the survey will have no impact on hiring decisions. Should you wish to opt out of completing the survey, please select "prefer not to answer" as a response to each question. All information collected is confidential and will not be shared with the hiring manager. The surveys will be anonymized and will be kept separate from applicant or employee files, such that the individuals who completed the surveys will not be identifiable. The results of the survey will assist in the analysis of disaggregated metrics for organizational planning purposes and our commitment to advance and foster diversity, equity, and inclusion. The City may use anonymized data to produce aggregate reports for internal or external use.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.

If you would like to request content in an alternate format, please contact the Accessibility office by submitting a new [Alternate Format Request](#).



The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact TalentAcquisition@brampton.ca or 905.874.2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.