

NOSM UNIVERSITY

JOB POSTING	
Competition Number:	2025-2011-KW
Position Title:	Manager, Health and Safety
Unit:	Human Resources
Location:	Thunder Bay or Sudbury, Ontario, Canada
Salary:	\$105,617.65
Term:	Continuing
Competition Closing Date:	July 31, 2025

Reporting to the Director, Human Resources, the Manager, Health and Safety is responsible for the development, delivery and continuous review and improvement of health and safety policies and programs that support the University's strategic goals and complies with Government legislation. The Manager is responsible for managing all aspects of NOSM U's Joint Health and Safety Committees (JHSC's) and will collaborate closely with the Human Resources, Facilities, Planning & Risk, and Research Units. This position serves as a key Health and Safety resource for all employees.

RESPONSIBILITIES

Tasks include but are not limited to the following:

- Develops and implements health and safety programs, including standard operating procedures, practices, policies, and training.
- Provides advice and guidance to the NOSM University Community in the interpretation and application, programs, policies, and procedures as they relate to Occupational Health and Safety regulatory requirements.
- Develops, coordinates and monitors university-wide health and safety training programs related to operational safety and emergency preparedness in conjunction with Human Resources, Facilities, Planning & Risk, and Research and Graduate Studies, to ensure alignment and compliance with legislative requirements and institutional needs.
- Manages all aspects of NOSM U's Joint Health and Safety Committees (JHSC's) to ensure legislative compliance, including but not limited to, coordinating annual training for JHSC members, coordinating workplace inspections, following up on inspection reports to ensure corrective action has been taken, and acting as liaison between the JHSC and supervisors.

- Works closely with external partners, including Laurentian University and Lakehead University, to ensure alignment of health and safety related services and training for NOSM University campuses.
- Ensures that NOSM U, its facilities and all worksites comply with current government legislation regarding hazardous materials and Occupational Health and Safety.
- Works closely with Research staff to ensure compliance with Biosafety and Radiation Safety regulations.
- Investigates, audits, reviews and responds to all Occupational Health and Safety concerns.
- Oversees NOSM U's ergonomic assessments program, including performing initial ergonomic assessments for employees and arranging for formal assessments to be completed as required.
- Designs and delivers programs to raise awareness of/prevent work related accidents and delivers training programs to members of the NOSM U Community regarding Occupational Health and Safety programs and best practices.
- Works in compliance with the Occupational Health and Safety Act and its regulations, reporting hazards, deficiencies and contraventions of the Act, in a timely manner.
- Serves as a resource to the health and safety committees and manages all interactions with the Ministry of Labour.
- Works closely with Human Resources, Facilities, Planning and Risk and Research to ensure compliance with risk assessments, emergency management and hazard analysis.
- Responds to all emergency issues, occasionally after hours, and reports them to Senior Management.
- Maintains and keeps strict confidence of all health and safety documents and records.
- Participates on various committees as needed. Serves as member of NOSM University's Management Group
- Performs other duties as assigned.

QUALIFICATIONS

Education

- A University degree in Human Resources, Business or a related field with a focus in Occupational Health & Safety or an equivalent combination of education and experience is required.
- Professional Health and Safety designation such as a Canadian Registered Safety Professional (CRSP), Certified Health and Safety Consultant (CHSC) or working towards designation is required.
- Training in workplace investigations, JHSC Certification, IAPA Certification Training is an asset.

Knowledge, Skills and Abilities

- A minimum of five (5) years related experience in the development of health and safety programs.

- Experience in, or familiarity with, a post-secondary institution and/or research lab environment is a considerable asset.
- Demonstrated experience in identifying and addressing the organization's vulnerabilities to ensure Occupational Health & Safety compliance.
- Knowledge of critical path analysis and risk assessment techniques.
- Excellent judgement with the ability to manage highly sensitive and confidential information.
- Strong skills in the area of conflict management, problem solving techniques, interviewing and investigation.
- Demonstrated commitment to diversity and success in working with diverse constituencies to support an inclusive campus environment.
- Ability to work as part of a NOSM wide community to resolve complaints in a neutral and sensitive manner.
- Project management experience and the demonstrated ability to manage multiple projects simultaneously in a dynamic environment.
- Superior organizational skills and the ability to manage competing demands simultaneously.
- Ability to communicate effectively with faculty, staff, and senior administrators and present complex, technical or sensitive information to a variety of audiences in a clear, concise and effective manner, both orally and in writing.
- Ability to facilitate discussions among multiple stakeholders with various and sometimes conflicting interests to achieve a cohesive and quality approach to planning that meets organizational objectives.
- Effective and persuasive leadership style; comfortable with all levels of an organization.
- Demonstrated ability to work effectively with a team and working groups to accomplish goals.
- Demonstrated experience in the revision of policies, processes and organizational analysis.
- Demonstrated ability to develop partnerships and collaborative processes.
- Demonstrated professionalism in dealing with confidential and sensitive issues.
- Demonstrated excellent computer skills with proficiency in MS Office software, e.g. Word, Excel, Power Point.

Language

- Must be able to communicate effectively in English (verbally, written and comprehension)
- French/Indigenous language skills would be a considerable asset

Working Conditions

- Extended periods of sitting
- Interaction with employees, management, and external stakeholders
- Working in a busy office environment with frequent interruptions
- Occasional travel

Interested candidates are invited to submit a resume along with verification of academic accomplishments quoting the competition number # **2025-2011-KW** no later than **July 31, 2025 at 4:00 pm** to:

NOSM University
Attention: Human Resources
935 Ramsey Lake Road, Sudbury, Ontario P3E 2C6
Email: HR@nosm.ca
Fax: (705) 671-3880

NOSM University offers accommodation for applicants with disabilities throughout its recruitment processes. If you require accommodation during the recruitment process, or require an accessible version of this posting, please contact Human Resources via email at hr@nosm.ca.

NOSM University invites applications from all qualified individuals. NOSM University is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity.

NOSM University needs to gather information about applicants' status as either Permanent Residents of Canada or Canadian citizens. Applications need not identify their country of origin or current citizenship; however, all applications must include one of the following statements:

"I am a Canadian citizen or permanent resident of Canada."

"I am not a Canadian citizen or permanent resident of Canada but I am legally eligible to work in Canada."

"I am not a Canadian citizen or permanent resident of Canada or otherwise legally eligible to work in Canada."

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.