



THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

POSITION ID: 1285-001

CALL NO. 25-4270

Job Designation:	Senior Consultant – Health and Safety
Department:	Human Resources
Job Details:	Permanent Full Time (Non-Union)
Salary Range:	\$116,744 - \$140,149
Pay Grade:	207
Closing Date:	Applications for this position must be received at oakville.ca no later than 11:59 p.m. on September 19, 2025 .

Reporting to the Manager of HR Advisory Services and working collaboratively within the Human Resources department and across all levels of the organization, the Senior Consultant – Health and Safety, provides a full range of proactive services to promote a safe and healthy workplace and is a technical expert in health and safety, providing consulting to a variety of parties within the Town of Oakville.

The primary focus of this role will be in managing the Town's comprehensive health and safety program including the creation of policies, procedures, and training programs related to this area, and interpreting and promoting compliance with legislation for all levels of the corporation to mitigate risk and reduce loss, all through a proactive, prevention-oriented, and continuous improvement approach. The incumbent ensures implementation of the internal responsibility system (IRS) and the Town's compliance with the best standards of practice within legislative and regulatory frameworks.

What can I expect to do in this role?

- Administer and maintain a comprehensive corporate Health and Safety program including develop and update health and safety policies, procedures, training programs, and action plans
- Act as the subject matter expert in health and safety who represents the Town during interactions with the Ministry of Labour, Immigration, Training, and Skills Development (MLITSD) visits, investigate and coordinate response to MLITSD orders, and ensure completion in a timely matter
- Interpret health and safety regulatory requirements and provide excellent customer service and timely recommendations as part of the Internal Responsibility System (IRS) by efficiently addressing inquiries about health, safety, legislative requirements, industry standards, best practices, and training needs
- Conduct and/or provide guidance and support to departments to complete risk assessments, assess workplace hazards, investigate injuries and other critical incidents, initiate correction, and inspect workplace equipment, materials, processes and procedures.
- Maintain a comprehensive, confidential records management system of training files and other due diligence documents
- Assist in the effective function of Joint Health and Safety Committees and serve as a technical resource and advisor/consultant
- Initiate ergonomic improvements and maintain a current Job Demands Analysis database
- Establish, maintain, and communicate health and safety metrics to analyze effectiveness of programs and practices, and as part of a continuously improving health and safety culture

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer

- Collaborate with Facility Services regarding safety concerns of physical work environment such as building design and construction, air quality, noise, temperature, etc.
- Research external providers for training where appropriate, review and evaluate training programs to determine the effectiveness of material, delivery, impacts, and outcomes, and make recommendations for future enhancements to the programs
- Coordinate the WHIMIS program, Mask Fit Test program (including scheduling, monitoring compliance, and testing as necessary), hearing testing, flu vaccine clinics, and all other corporate health & safety programs and services for staff
- Maintain a program on the prevention of violence in the workplace
- As required, lead health and safety related functions specific to pandemic and/or public health related matters within the workplace including prevention, investigation, program/policy development, monitoring, reporting as well as ensuring all applicable guidelines set by Public Health, Provincial Government and Workplace Safety and Prevention Services are met and taken into consideration
- Research and report to departmental and senior leadership and Council on issues and legislative changes
- Serve on and contribute to Town and outside agency bodies and committees
- Performing other duties as assigned

How do I qualify?

The successful candidate will have a bachelor's degree in occupational health and safety, or a related field such as human resources, human or health science (e.g. psychology, kinesiology) combined with a Certificate in Occupational Health and Safety. Professional health and safety designation (CRSP or HSP) in good standing, courses/certificate in Ergonomics, and Part I and II Joint Health and Safety Committee Certification are required. Valid First Aid/CPR/AED Certification would be an asset.

A minimum of 8 years of progressive and recent experience working as a senior health & safety practitioner in a unionized environment (preferably in the broader public sector) providing coaching, guidance, and advice across diverse groups and to all levels in the organization (front line to executive) is critical to the success of this role. An equivalent combination of related post-secondary education and extensive relevant experience may be considered.

The successful candidate will have demonstrated experience working with internal clients at all levels within the Town to identify needs and recommend health and safety strategies. Strong customer service, interpersonal and written communication skills as well as ability to maintain the highest level of confidentiality are essential, as is the ability to persuade and influence to bring to resolution contentious issues. Strong organizational/time management skills, high attention to detail, and ability to effectively multi-task are required. Demonstrated initiative, a focus on process improvement, and an ability to work both independently as well as collaboratively with team members and internal/external parties to produce innovative solutions round out the skills necessary for this role. A strong technological aptitude and proficiency in Microsoft Office suite is essential.

Given the nature of this role, there may be the requirement to attend emergency situations during non-routine work hours. The successful candidate will be required to provide their own vehicle (mileage costs will be reimbursed at Town rates). Candidates must hold and provide a copy of a valid and unrestricted Ontario Driver's License Class G minimum with a driving record that demonstrates responsible and safe driving behaviour. Note: Applicants with 6 or more points are ineligible for consideration. The successful applicant, who is a new hire, will be required to provide the Town with a current drivers abstract (no older than 30 days).

Corporate Values:

Teamwork, accountability, dedication, honesty, innovation and respect

We offer a progressive work environment that promotes a work/life balance and strives to be a great place for great people to do great things. While there may be an ability to work a hybrid work schedule, regular on-site presence is required including travel across Town of Oakville sites to conduct training, investigations, assessments or inspections, and attend meetings as needed.

DATED: [September 2, 2025](#)

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. Applicants may also be required to undergo testing.

We thank all applicants and advise that only those selected for an interview will be contacted.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer

Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3