



## HAMILTON POLICE SERVICE

### Career Opportunity: **Manager – Occupational Health and Wellness**

#### **SUMMARY**

##### **About HPS**

HPS patrols 1.113 square kilometers, serving over 620,063 residents. The Service is divided into two main areas: Operations, which provides visible policing and investigations in various specialized units, and Support, which offers services in areas such as professional development, emergency response, crime prevention, fleet and facilities, IT, Records and HR. HPS is committed to the highest standards of integrity and professionalism in all its divisions.

Our vision to be a trusted partner in delivering public safety is what motivates our members each and every day. Hamilton Police Service is an innovative police service dedicated to working in partnership with our communities to make Hamilton a safe and healthy community in which to live and work. Established in 1833, Hamilton is one of the oldest policing services in the world.

##### **Position Summary:**

Reporting to the Director of Human Resources, the Manager, Occupational Health and Wellness is responsible for leading the Occupational Health and Wellness Team in providing a full range of disability management services including the integration of all health, safety and wellness related policies and programs to minimize workplace incidents, occupational disease and to ensure the early and safe return to work of employees.

##### **Duties include but not limited to:**

- **Lead Occupational Health and Safety Programs:** Lead and manage the Occupational Health Team in the development, implementation, and continuous improvement of comprehensive health, safety, and wellness programs aimed at minimizing workplace injuries, occupational diseases, and promoting overall well-being.
- **Health, Safety, and Wellness Policy Development:** Design and update policies and procedures related to occupational health, safety, and wellness, ensuring they meet legislative, regulatory, and industry standards.
- **Workplace Hazard Identification and Risk Assessment:** Conduct regular hazard identification and risk assessments within the workplace, including police stations, vehicles, and during field operations.
- **Incident Investigation and Reporting:** Oversee investigations into workplace accidents, injuries, and near-misses to determine causes and make recommendations for preventive measures.

- Return-to-Work and Accommodations Programs: Oversee and implement disability management strategies, ensuring the early and safe return to work or employees following illness, injury, or workplace-related incidents.
- Disability Claims Management and Reporting: Oversee the management of employee disability claim (WSIB and Non-Occupational), ensuring timely and accurate reporting and compliance with relevant laws and regulations (e.g., Workers' Compensation, Occupational Health and Safety Act).
- Monitor Safety Performance and Compliance: Regularly review the safety performance of the organization by tracking incident rates, illness trends, and return-to-work success rates. Ensure compliance with federal, provincial, and municipal health and safety regulations and provide guidance on any emerging legal changes related to workplace safety and wellness.
- Training and Education: Provide regular training for all members on health, safety, and wellness topics, including injury prevention, ergonomics, stress management, and mental health awareness.
- Employee Wellness and Mental Health Support: Develop and implement wellness initiatives that support the mental and physical health of members.
- Communication and Stakeholder Engagement: Act as the primary point of contact for health, safety, and wellness matters, maintaining effective communication with members, management, and external service providers.
- External Partnerships and Resource Management: Build and maintain relationships with external medical professionals, insurers, legal advisors, and other agencies to ensure the seamless delivery of health and wellness services.
- Budget and Resource Allocation: Develop and manage the budget for health, safety, and wellness programs, ensuring cost-effective use of resources while maximizing employee health and safety outcomes.
- Performs other duties, as assigned, which are related to the major responsibilities of the job.

**Education:**

University degree in Occupational Health and Safety, Kinesiology, Human Resources or combination of education and experience deemed equivalent by the Service.

**Experience:**

Minimum five (5) years of progressive experience in occupational health and wellness (occupational and non-occupational) in a complex unionized environment. In addition a minimum of five (5) years in a supervisory role.

**Certifications & Licenses:**

Valid Class G Driver's License, or the equivalent, with no more than six (6) accumulated demerit points, permitting you to drive an automobile in Ontario with full driving privileges.

**Skills & Key Competencies:**

- Strong understanding of health, safety, and disability management laws, including, Occupational Health and Safety Act, Workers' Compensation and Return-to-Work regulations.
- Thorough understanding of infectious diseases and protocols.
- Experience working in unionized environment and building and maintaining positive and collaborative relationships with all stakeholders, including Association, Senior Management and members at all levels.
- Expertise in risk management, occupational health strategies, and mental wellness initiatives.
- Proven leadership skills with the ability to manage and motivate a multidisciplinary team.
- Excellent communication and interpersonal skills for liaising with employees, management, medical professionals, and external agencies.

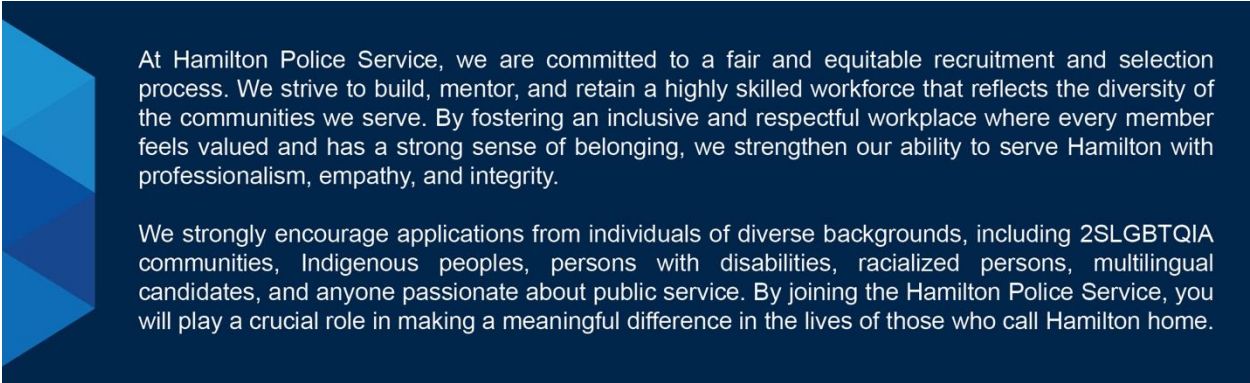


## INTERESTED IN THE POSITION?

Applications including cover letter, resume must be submitted via email by indicating the posting number in the subject line to [recruiting@hamiltonpolice.ca](mailto:recruiting@hamiltonpolice.ca) before 11:59 PM on March 13, 2025. Please be advised we do not currently use AI technology as part of our screening and selection process.

In accordance with the Ontario Human Rights Code (OHRC) should you require an accommodation at any time during the recruitment and selection process we encourage you to notify the Human Resources @ [recruiting@hamiltonpolice.ca](mailto:recruiting@hamiltonpolice.ca)

We thank everyone for their expressed interest and appreciate the time you've taken to submit your application. However, only those selected for employment testing and/or an interview will be contacted.



At Hamilton Police Service, we are committed to a fair and equitable recruitment and selection process. We strive to build, mentor, and retain a highly skilled workforce that reflects the diversity of the communities we serve. By fostering an inclusive and respectful workplace where every member feels valued and has a strong sense of belonging, we strengthen our ability to serve Hamilton with professionalism, empathy, and integrity.

We strongly encourage applications from individuals of diverse backgrounds, including 2SLGBTQIA communities, Indigenous peoples, persons with disabilities, racialized persons, multilingual candidates, and anyone passionate about public service. By joining the Hamilton Police Service, you will play a crucial role in making a meaningful difference in the lives of those who call Hamilton home.