



RISK MANAGEMENT ADVISOR

The City of North Bay is inviting applications for the position of Risk Management Advisor, reporting to the Chief Human Resources & Information Officer. The Advisor is a resource to all levels within the organization with the goal of integrating workplace risk management with daily operations, resulting in continuous improvement of the Workplace Risk Management System; reduced accidents, incidents and costs; and enhanced awareness of workplace risk management by all staff.

The Risk Management Advisor plays a lead role in the ongoing development and implementation of the Corporation's Workplace Risk Management System; conducts audits of the City's System; and makes associated recommendations to the Chief Human Resources & Information Officer for enhancements. The Advisor provides consultation to all levels of the organization and to a variety of committees regarding workplace risk management matters relating to accident investigations, workplace inspections, ergonomics, hazard identification, etc. The Advisor also provides support and guidance to all levels of the organization in regard to short-term attendance management. The Advisor is responsible for education and training in workplace risk management matters.

Qualifications:

- Post-secondary education with a specialization in Human Resources or Health and Safety combined with 5-7 years relevant experience, preferably in a unionized environment
- Sound knowledge of relevant legislation
- Demonstrated ability to think critically and to challenge normally accepted practices in the workplace and to explore and recommend new ideas
- Demonstrated ability to develop excellent working relationships and to promote organizational goals and objectives through effective communication
- Demonstrated excellent organizational skills
- Demonstrated excellent written and verbal communication skills

The following will be considered an asset:

- Certified Human Resources Practitioner or
- Canadian Registered Safety Professional designation

Qualified individuals interested in being considered for this position are requested to submit a resume and covering letter, in confidence, no later than **4:30 p.m. Friday, July 12, 2019** to:

Email: staffing@cityofnorthbay.ca

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

An Equal Opportunity Employer