



## TOWN OF QUALICUM BEACH

## HUMAN RESOURCES AND SAFETY COORDINATOR Temporary Job Competition No. 2023-11

Our growing Human Resources (HR) department has an exciting opportunity for qualified individuals to apply for the temporary full-time position of Human Resources and Safety Coordinator. Reporting to the Manager of Human Resources, this position starts immediately for a period of two (2) years with a possibility of extension.

The Human Resources and Safety Coordinator is responsible for supporting and contributing to the ongoing development, implementation, coordination and administration of the Town of Qualicum Beach Occupational Health and Safety (OHS) program and providing support in HR activities and duties. This position works closely with managers, supervisors, employees, and the union to build a strong safety culture, safety of the workforce and compliance with relevant legislation. The successful candidate will be responsible for providing advice, guidance and support with interpretations and applications of the *Workers Compensation Act*, WorkSafeBC OHS Regulation and other applicable legislation while acting as liaison to external stakeholders and agencies.

The successful candidate is an approachable professional, diplomatic and solutions focused individual who demonstrates excellent verbal and written communication skills, problem-solving capabilities with ability to effectively self-direct work and meet deadlines within a busy and varied work load. Proven ability to promote a safety culture in a positive, collaborative way and contribute to a team environment is key to the success in this position along with the passion for HR and desire to learn and grow.

Qualified candidates will possess:

- Post-secondary education in human resources and occupational health and safety and at least 3 years of progressive experience working within an HR department.
- Demonstrated knowledge and experience with the methods, practices and principals involved in Health and Safety and Human Resources; ability to understand, interpret and apply regulations (*Workers Compensation Act*, *WSBC Regulations and the Human Rights Code*), agreements and policies; and maintain confidentiality.
- An equivalent combination of education, training and experience in a variety of worksites and work activities will be considered. Experience in a local government setting and CPHR designation will be an asset.

This exempt position offers competitive salary, professional development opportunities and an excellent benefits package. As a requirement of the position the successful applicant must provide a satisfactory Police Information Check prior to beginning employment. Interested candidates are invited to submit a resume and cover letter to:

**Human Resources**  
#201 – 660 Primrose Street, P.O. Box 130  
Qualicum Beach, BC V9K 1S7  
Email: [careers@qualicumbeach.com](mailto:careers@qualicumbeach.com)

**This position will be open until filled with 1<sup>st</sup> intake reviewed May 14, 2023**

***We thank all applicants for their interest; however, only those selected for an interview will be contacted.***