



CAREER OPPORTUNITY

Manager of Occupational Health, Safety and Wellness

Regular Full-Time (\$103,812.80 - \$119,064.40 annually – 2024 Rates)

Located on the traditional, ancestral and unceded territory of the lək̓ʷəŋən Peoples, notably the Songhees and Esquimalt Nations, the District of Oak Bay is committed to recognizing and celebrating their historic and ongoing connection to these lands and waters.

Oak Bay is a picturesque seaside community located within the Greater Victoria Region, with a population of +18,000. While offering all the amenities of a large metropolitan urban centre, Oak Bay has succeeded in maintaining all the peacefulness and charm of a small town. Residents enjoy an exceptional quality of life, with miles of spectacular West Coast shoreline, brilliant beaches, parks and greenspace, quaint tree-lined streets and vibrant, boutique villages just beyond their doorsteps.

Are you an experienced Health and Safety professional seeking your next adventure? Join Oak Bay's small but mighty Human Resources team and champion our commitment to creating an exceptional work environment. If you're a proactive leader with a proven track record in developing robust safety programs, expertly navigating complex claims management, and thriving when collaborating with and supporting employees across the organization, this is your chance to make a real difference.

Reporting to the Director of Human Resources, the Manager of Occupational Health, Safety and Wellness is responsible for the development and maintenance of the District's Occupational Health and Safety program and other health and wellness initiatives. The Manager works collaboratively with senior leadership and management teams, employees, Union representatives, contractors and WorksafeBC to resolve health and safety issues and ensure compliance with applicable legislation and regulations. This position is involved in matters that are highly confidential and personal in nature such as claims management, claims appeals and in labour relations matters. The Manager ensures a coordinated, proactive approach to disability management, workplace health and wellness to promote a healthy and safe workplace culture.

Our ideal candidate has an undergraduate degree or diploma in Occupational Health and Safety or a related field, a minimum of five years of recent experience in designing and implementing safety programs, conducting safety audits, delivering safety related training and administering disability management programs, preferably in a unionized, local government environment (an equivalent combination of education and experience may be considered), in addition to a valid BC Driver's License. A Canadian Registered Safety Professional (CRSP) designation is preferred.

In addition to a competitive salary, we offer a supportive and collaborative work environment, continued career and professional development opportunities, opportunities for flexible work arrangements, employee engagement events, work-life balance, and staff membership to the weightroom, fitness classes, skating and pool. An employer of choice, the District of Oak Bay is committed to fostering a culture of empowerment, accountability, and teamwork.

We want to hear from you if you are qualified and thrive on the challenges this position has to offer. Please apply in confidence, **by 4:30 p.m. on July 9, 2025**, with a resume and cover letter to:

oakbayjobs@oakbay.ca

A detailed job description can be found on our website at www.oakbay.ca/careers, which outlines, in more detail, the key accountabilities and required qualifications.

*We thank all applicants for their interest; however, only those selected for further consideration will be contacted.
If you have been shortlisted and require accommodation throughout the hiring process, we would be pleased to
discuss how to best accommodate your needs.*