



Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

Job Title:	Manager, Health & Safety Administration
Position Status:	Permanent, Full-time Non-Union
Department:	People & Culture
Supervision Received:	Chief Human Resources Officer
Supervision Exercised:	Senior Specialist, Wellness & Disability Management Specialist, Health & Safety
Location:	Brampton, ON
Number of Positions:	1

PRIMARY FUNCTIONS:

A. Environmental & Occupational Health & Safety	60%
B. Emergency Planning & Preparedness	30%
C. Other Duties	10%
TOTAL	100%

Algoma University has an existing vacancy in the position of Manager, Health & Safety. Reporting to the Chief Human Resources Officer, the Manager, Health & Safety is a key member of Algoma University's Management team, leading environmental health and safety, and emergency planning and preparedness, with the responsibility of ensuring a safe working and learning environment on all campus buildings and facilities located in the GTA and Sault Ste. Marie, ON.

With a commitment to equity, diversity, and inclusion, the Manager designs, implements,



reports, and maintains the incident management command structure and related processes, while leading staff and managing external relationships with vendors and service providers. The Manager also supports the effective transition of new solutions and services.

RESPONSIBILITIES:

A. Environmental & Occupational Health & Safety (60%)

- *Program Oversight & Legislative Compliance:*
 - Provide senior-level oversight and direction on best practices for institutional and environmental health and safety, ensuring they are in place at all campuses.
 - Responsible for ensuring compliance with all health and safety-related legislation, including, but not limited to, the Occupational Health and Safety Act (OH&S), the Ministry of Labour regulations, policies and directives, and the Employment Standards Act.
 - Manage the relationship with regulatory OH&S compliance program officials and act as the key liaison with local inspectors.
 - Oversee the University's hazardous waste program and transportation of dangerous goods in accordance with relevant internal policies, procedures, and applicable legislation.
 - Oversee University-wide legislative compliance with the Accessibility for Ontarians with Disabilities Act (AODA) as it applies to areas of emergency management and life safety.
 - Lead and support initiatives that integrate psychological health and safety into workplace policies, hazard assessments, and campus-wide practices that promote a respectful, inclusive, and mentally healthy environment.
- *Data Collection, Process Improvement, and Risk Mitigation:*
 - Establish procedures for data collection of university-wide incident reporting to ensure centralized data tracking and reporting of all workplace and student/community incidents and accidents, including compliance with the Workers' Safety and Insurance Act and Workplace Safety & Insurance Board policies.
 - Ensure the completion of Workplace Inspections, which include the monitoring of equipment, materials, and processes to ensure they do not present a safety or health hazard to employees or to the general public, and comply with safety standards and government regulations.
 - Oversee and manage investigations related to any occupational health and safety and environmental concerns (e.g. air quality). Make recommendations for investments in new systems or structures, as appropriate and required.



- Provide expertise and leadership in establishing appropriate procedures and reporting on all health and safety-related matters. This may include, but is not limited to, complaint management and response processes, documentation, and management of all health and safety-related accidents, spills, injuries, etc., which may occur on a post-secondary campus, and ensure they are properly investigated, tracked, and reported.
- Prepare summary reports and risk assessments for the Board of Governors as needed or upon request.
- Provide support towards a safe and healthy work environment by participating in the Joint Occupational Health and Safety Committee as a management representative.

B. Emergency Planning & Preparedness (30%)

- In consultation with Facilities leadership, lead the development, implementation, and maintenance of all Emergency Preparedness plans for all campuses and campus buildings as required, including, but not limited to, regulated requirements such as Fire Safety Plans, Emergency Response Plans, Lockdown Drills, Active Shooter Plans/Drills, etc.
- Lead the drafting, development, implementation, and continuous enhancement of health and safety and emergency management policies, procedures, and programs across all campuses, ensuring compliance with applicable legislation, institutional standards, and best practices while supporting safe and effective campus operations.
- Serve as the primary operational lead for all emergency facilities-related issues at the Brampton campus, coordinating resolutions with the Facilities team.
- Provide informed input and guidance to the Chief Human Resources Officer during decision-making on weather-related or other emergency campus closures.
- Work in conjunction with local Emergency Responders (Police, Fire, Ambulance) in the development and execution of plans during emergencies.
- Ensure the University is able to execute emergency preparedness response plans through regular communication and practice.
- Alongside the Chief Human Resources Officer, identify risks and develop action plans to mitigate risks while reporting risk trends.

C. Other Duties (10%)

- Other duties, as required.

WORKING CONDITIONS:

Physical Effort

Minimal

Some lifting/physical effort is required for the transportation of materials, inspections, planning, etc.



Physical Environment

Considerable Physical / Moderate Hazardous
Environment with frequent exposure to unpleasant/disagreeable conditions, such as inclement weather, dirt, dust, noise, and clients

Sensory Attention

Moderate
Moderate need for detailed/precise work to be completed while accommodating regular interruptions

Mental Stress

Considerable
Work activities are performed in an environment with frequent exposure to mental pressure conditions, where mental stress may be noticeable, such as conflicting deadlines, dealing with angry/emotionally disturbed clients/members of the public, regular disruption of personal life, and the need to travel.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Environmental Safety, Occupational Safety, and Health, or related discipline required, and a minimum of five (5) years of experience working in health and safety, with a minimum of two (2) years in a supervisor/management role in a complex unionized environment, or an equivalent combination of education, training, and experience is required.
- Minimum three (3) years of experience as a member of a team in a diverse, multicultural workforce and complex, multi-site, public sector environment (preferably in post-secondary education)
- First Aid CPR with AED certification is required.
- Knowledge of the Occupational Health & Safety Act, WSIB, and associated Codes & Standards is required.
- Association for Canadian Registered Safety Professionals Certification (or actively working towards designation) is considered an asset.
- Experience working with Indigenous communities, with demonstrated knowledge of Indigenous ways of knowing, understanding, and being, is considered an asset.
- Incident management experience with a proven ability to work through incidents and challenges while leading others through action plans and analysis.
- Ability to demonstrate a sound understanding of leadership and people management.
- Demonstrated ability in using a consultative and collaborative approach in building relationships.
- Experience working in a unionized environment is preferred.
- Critical thinking, conflict management, and project management skills.
- Excellent interpersonal skills to deal with a variety of individuals and organizations.



- Ability to maintain privileged and confidential information.
- Ability to handle multiple assignments and prioritize activities in a fast-paced environment.
- Proficient in the use of computer applications, including ADP and Google Suite.
- Vulnerable Sector check is required.

Salary Scale: \$91,863 to \$114,829 annually

To apply for this position please submit a resume and cover letter [HERE](#) no later than 4:00 p.m. on Friday, October 23, 2026.

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.