Healthy Workplace Coordinator

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Forbes Ranks U of G Among Canada's Top Employers [1]

Professional and Managerial Group

Healthy Workplace Coordinator

Human Resources

Hiring #: 2016-0321

Please read the Application Instructions [2] before applying

The University of Guelph is committed to changing lives and improving life for all members of our community. With an overall goal of promoting a culture of health and wellness and a positive and healthy work environment, the University of Guelph is undertaking an initiative to develop and implement a comprehensive healthy workplace strategy.

Reporting to the Director, Human Resources (Total Compensation) and functionally accountable to the Chair (VP Finance & Administration) of the Healthy Workplace Advisory Group, the incumbent is responsible for coordinating and supporting the healthy workplace initiative. The Coordinator is the primary resource to the University’s Advisory Group and is responsible for: assisting in the development of guidelines to assist faculty and staff with healthy workplace priorities; identifying resources within the University and within the community; identifying initiatives that will enhance staff and faculty awareness and skills to promote and contribute to a positive and healthy work environment; developing structure and processes to support proactive and sustainable planning and programming.

The Coordinator will be required to have excellent communication skills and the ability to raise campus wide awareness of the University’s healthy workplace strategies and approach in supporting a healthy workplace. The Coordinator is responsible for the creation and implementation of a strategic communications plan focused on generating awareness and understanding of the healthy workplace initiative, programs and service. The Coordinator will also be responsible for monitoring and evaluating the quality and effectiveness of the workplace programs and initiatives.

Requirements of the position include:

- Undergraduate Degree, preferable in health science, public health, organizational behaviour, communications or a related field;
- Several years experience in program development, implementation and evaluation;
- In-depth knowledge of healthy workplace and communications theories and practices;
- Skills and experience in program communications and marketing including website and social media content management;
- Must possess strong analytical skills with the ability to interpret and translate results into practical and effective programming;
- Excellent time management skills and the ability to work well under pressure, meet
established deadlines and effectively manage multiple competing priorities.
- Ability to interact with and to communicate proficiently orally and in writing with all levels of
  the organization with a high degree of, discretion, diplomacy and tact is essential;
- Ability to work collaboratively, communicate effectively and demonstrate sensitivity to
  others;
- Sound knowledge of MS Office Suite;
- Must be able to think strategically and critically with the ability to exercise sound judgement;
- Openness to learning;
- Emotional intelligence (self-awareness, self-regulation, self-motivation, empathy);
- High degree of flexibility and mature adaptability.

Position Number  060-070
Classification       P04*
Professional/Managerial Salary Bands [3]

*Tentative evaluation; subject to committee review.

Posting Date: 2016 08 03
Closing Date: 2016 08 10