



## JOB OPPORTUNITY

The Kativik Regional Government (KRG), a supramunicipal body with jurisdiction over the territory located north of the 55th parallel, is now looking for a self-motivated and dynamic individual interested in joining the KRG to work in the capacity of:

### **Health and Safety HR Advisor (PERMANENT FULL-TIME POSITION)**

Reporting to the Director of Human Resources, the Health and Safety HR Advisor supports the KRG supra-municipality in maintaining a safe and healthy work environment for all employees. The role focuses on promoting a strong health and safety culture across the organization. This role provides advice, ensures compliance with relevant legislation, and supports managers and employees in maintaining safe systems of work. The Health and Safety advisor actively contributes to the prevention of workplace injuries and illnesses across diverse municipal operations.

#### **Key Responsibilities**

- Advise management and employees on occupational health and safety matters in accordance with relevant legislation
- Ensure compliance with all applicable health and safety legislation, standards, and company policies
- Participate in the development, implementation, and monitoring of the municipal prevention program
- Conduct workplace inspections, risk assessments, and audits across municipal sites
- Assist in accident, incident, and near-miss investigations; identify root causes and recommend corrective measures
- Collaborate with joint health and safety committees and employee representatives
- Develop, implement, and review health and safety policies and procedures
- Contribute to the development and delivery of health and safety training, orientations, and awareness activities
- Monitor corrective action plans and follow up with departments to ensure implementation
- Prepare reports, statistics, and documentation required by management and the CNESST
- Liaise with regulatory bodies, external auditors, and contractors as required
- Promotes continuous improvement and a proactive safety culture

#### **Qualifications & Experience**

- Advisor Certificate or Diploma in Occupational Health and Safety or a related field (or an equivalent combination of education, training, and experience)  
ASP Santé et sécurité du travail certification (required or to be obtained)
- Strong knowledge of health and safety legislation and best practices
- Strong knowledge of hazard identification, risk analysis, and preventive measures
- Working knowledge of Québec occupational health and safety legislation and CNESST processes
- Ability to interpret and apply relevant health and safety legislation in practical settings
- Relevant health and safety experience in municipal, public sector, or unionized environments
- Experience conducting audits, inspections, and incident investigations
- Confident trainer and presenter
- Comfortable working in varied environments (field and office settings)
- Demonstrated communication and interpersonal skills
- Ability to influence, engage, and advise without direct authority
- Ability to communicate in French (spoken and written) and English
- Strong attention to detail and analytical skills
- Strong organizational and documentation skills
- Ability to work independently and manage multiple priorities
- Proficiency with Microsoft Office and reporting tools
- Work hours will vary according to job needs.

**Note:** Candidates with lesser qualifications may be considered at a lower rate of pay.

*The KRG is an equal opportunity employer. In accordance with this and with the James Bay and Northern Québec Agreement, conditions may vary to promote the employment of Inuit candidates.*

*Only candidates selected for an interview will be contacted.*



ᐅᑎᐱᑲ ᐅᐃᑦᑦᑲᑲᑲᑲᑲᑲᑲᑲ  
Administration régionale KATIVIK Regional Government  
P.O. Box 9 KUUJJUAQ (QUÉBEC) CANADA J0M 1C0

**Place of employment:** Kuujjuaq, Quebec  
**Salary:** Min. \$89,855 – Max. \$123,554 yearly  
**Benefits:** Cost of living differential: Minimum of \$8500/year  
Food allowance: Minimum of \$4398.35/ year  
Annual leave trips: maximum of 3 per person annually  
RRSP/SPP  
Group Insurance  
Vacation: 30 days  
Statutory Holidays: 20 days, including 10 during the  
Christmas holidays

**Please submit your resume in English to:**

**Human Resources**  
**Kativik Regional Government**  
**P.O. BOX 9**  
**Kuujjuaq (Québec) J0M 1C0**  
**Fax: 819-964-2975**  
**E-mail: [humanresources@krg.ca](mailto:humanresources@krg.ca)**

*The KRG is an equal opportunity employer. In accordance with this and with the James Bay and Northern Québec Agreement, conditions may vary to promote the employment of Inuit candidates.*

*Only candidates selected for an interview will be contacted.*