



Job Description: VP of Human Resources and Health and Safety

Job Title: VP Human Resources & Health and Safety

Reports To: President or General Manager as assigned

Position Summary:

The Vice President of Human Resources and Health and Safety is a senior leadership role responsible for the strategic direction, oversight, and operational management of all human resources and occupational health and safety functions for Dallan Group o/a Dallan Forestry. This position is critical in a unionized forestry environment with multiple worksites across Northern Ontario. The VP will ensure compliance with all relevant provincial legislation, lead collective bargaining efforts, and develop and implement policies and programs that support the company's strategic objectives while fostering a safe and productive workplace. The role involves direct oversight of the HR team, including an HR Generalist and the health and safety team.

Key Responsibilities:

Strategic HR and Health and Safety Leadership

- Lead the development and implementation of strategic HR and health and safety initiatives, including workforce planning, talent management, and policy development.
- Develop and maintain HR policies and procedures specifically tailored to a unionized, subcontracting forestry operation.
- Oversee the administration and interpretation of collective agreements, including grievance handling, arbitration preparation, and participation in union-management meetings.
- Manage employee relations issues, including conflict resolution, discipline, and performance management, in accordance with collective agreement provisions.
- Liaise with customers on HR matters related to subcontracted operations, ensuring compliance with contractual obligations and alignment with client expectations.
- Prepare comprehensive HR reports and analytics for senior management and for reporting to the larger forestry company as required.

Labour Relations and Collective Bargaining

- Act as the lead negotiator during collective bargaining, representing the company's interests effectively.
- Oversee all aspects of collective agreement administration, including interpretation, application, and adherence to terms.
- Manage grievance processes, including preparation for and participation in arbitration proceedings.



- Ensure compliance with the *Labour Relations Act, 1995*.
- Support management and employees in understanding and applying the terms of the collective agreement.

Legal Compliance and Regulatory Adherence

- *Employment Standards Act, 2000 (ESA)*, and other relevant human rights legislation and applicable laws.
 - Ensure compliance with the ESA and all related regulations, including any forestry-specific exemptions or special rules.
 - Oversee hours of work, rest periods, and meal breaks, ensuring adherence to ESA requirements and collective agreement provisions, including managing agreements for excess hours or averaging overtime where applicable.
 - Administer overtime pay policies.
 - Manage public holiday entitlements, including pay calculations, substitute holidays, and compliance with qualifying rules for all employees.
 - Oversee administration of statutory leaves of absence (e.g., family responsibility, sick leave, bereavement), ensuring eligibility and entitlements are met.
 - Maintain accurate and compliant employee records for hours worked, overtime, public holidays, leaves, and all ESA-related agreements, ensuring records are available for inspection as required by law.
 - Ensure all employees receive the most recent ESA poster and are informed of their rights and protect employees from reprisal for exercising ESA rights.
- *Occupational Health and Safety Act (OHSA)*:
 - Ensure that all prescribed equipment, materials, and protective devices are provided and maintained in good condition.
 - Instruct, inform, and supervise workers to protect their health and safety.
 - Appoint competent persons as supervisors, ensuring they meet the defined qualifications of knowledge, training, and experience.
 - Maintain and review the written occupational health and safety policy at least annually and maintain a program to implement it.
 - Ensure basic occupational health and safety awareness training is completed by all workers and supervisors as required.
 - Ensure every employer performing logging for Dallan Group complies with the OHSA and regulations.
 - Ensure measures and procedures prescribed by the OHSA and regulations are carried out with respect to logging in licensed areas.
 - Oversee the functioning of Joint Health and Safety Committees (JHSCs).



- Provide leadership and guidance to the HR and Health and Safety teams, including the HR Generalist.
- Foster a collaborative and effective HR team, providing guidance and support for training and development.
- Oversee the supervision of employees within the HR department as needed.

Qualifications:

- Education: Bachelor's degree in human resources, Industrial Relations, Business Administration, or a related field.
- Certifications: Certified Human Resources Professional (CHRP) designation may be required. Health and safety certifications such as Canadian Registered Safety Professional (CRSP) or Certified Occupational Health and Safety Professional (COHSPROF) are highly valued.
- Experience:
 - **Several years of progressive HR experience in unionized environments, with significant supervisory and leadership experience.**
 - Proven experience in collective bargaining and labour relations.
 - Experience in the forestry or resource sector is an asset
 - Strong understanding of the unique challenges of remote, multi-site operations
- Skills:
 - Exceptional negotiation, mediation, and conflict resolution skills
 - Strong knowledge of Ontario employment law, occupational health and safety legislation, and labour relations
 - Ability to develop and implement strategic HR and H&S initiatives.
 - Excellent communication, interpersonal, and leadership abilities.

Compensation:

The pay range for this position is \$95,000 - \$125,000, depending on experience and qualifications.

Work Environment:

This role always requires a minimum of 44 hours per week and availability to support our multi-site operations across Northern Ontario.

Join Dallan Group o/a Dallan Forestry and contribute to a safe, productive, and compliant work environment in a vital Ontario industry.

To Apply:

Send cover letter and resume to d.levesque@dallanforestry.ca titled Vice President of Human Resources. We appreciate all applications however, only successful applicants will be contacted for an interview.

DALLAN LP

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