

CITY OF NANAIMO
THE HARBOUR CITY
HUMAN RESOURCES

PERMANENT FULL-TIME
HR ASSOCIATE - DISABILITY MANAGEMENT/OHS

(Competition 26-129)

Position Overview

The City of Nanaimo is seeking a permanent full-time HR Associate - Disability Management/OHS. Reporting to the Manager, Occupational Health and Safety, the HR Associate – Disability Management/OHS is responsible for supporting the City's disability management and return to work processes, coordinating the Psychological Health and Safety management system, and providing administrative support.

Qualifications

Applicants must have a diploma in Health Sciences (e.g. kinesiology, nursing, occupational therapy, physiotherapy, etc.), Business Administration or related discipline from a recognized educational institution and a minimum of 3 years' related experience, including 1 year experience in disability management. An equivalent combination of education and experience may be considered. Candidates with National Institute of Disability Management & Research (NIDMAR) training and experience in developing and maintaining a psychological health and safety management system would be considered an asset. Possession of a valid Class 5 BC Driver's Licence is required.

Additional Information

This is a permanent full-time exempt position offering 35 hours of work per week, with the salary range of $88,844.43 to $94,515.35 as well as a competitive benefits package.

Shortlisted applicants may be required to undergo a criminal record check and/or a verification of their education credentials.

To apply for this opportunity, please submit a resume and cover letter (.docx or PDF file format) to employment.opportunities@nanaimo.ca referencing the specific competition 26-129 by the application deadline. For detailed information on this position and for more information on our community, please visit our website at https://www.nanaimo.ca.

The City of Nanaimo is an inclusive employer that values diversity and invites applications from all qualified individuals who are legally entitled to work in Canada. We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. If you are shortlisted for the role and need an accommodation within the hiring process, we would be pleased to discuss how best to accommodate your needs.

Discover What's Possible

The City of Nanaimo is one of the fastest growing, livable urban hubs on Vancouver Island. Situated between the mountains and the ocean on the east coast of Vancouver Island, Nanaimo is a short ferry trip away from Vancouver and a gateway to the Gulf Islands. Nanaimo is home to Vancouver Island University and is rich in parks, recreational, cultural and social amenities.

We offer a diverse team environment, competitive wages and a comprehensive benefit plan for permanent employees as well as social and wellness activities. Depending on the position, we also offer flexible work opportunities, alternative work schedules and remote work programs.

Posting Date
Monday, November 2, 2026

Application Deadline
Monday, November 23, 2026
4:30 p.m.

Contact Information
Human Resources
City of Nanaimo
2nd Floor, 455 Wallace Street
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