



## The Corporation of the Township of South-West Oxford

### Summer Student Employment Opportunity

#### Summer Student – Health & Safety/Records Management Assistant

Salary: \$15.32 per hr. based on a 35-hour work week

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If you are an innovative person with excellent oral and written communication skills with strong organization abilities and if you are a student returning to school in September 2019, this may be the position for you.

#### **Responsibilities**

Reporting to the Fire Chief, the successful candidate will be assisting in data collection, data entry, records management, communication plan development and implementation, health and safety inspections, administrative support and other duties as assigned.

Reporting to the Clerk, the successful candidate will be assisting in the physical filing and digital management of records related to the Township's various departments. The successful candidate will provide administrative support in managing the folder structure of the records management software and will assist with the reorganization of current physical and digital records.

#### **Qualifications:**

The ideal candidate will possess the following qualifications:

- University/College student returning to school in September 2019 in Public Administration, Political Science, Occupational Health and Safety, Business, Information Technology, Office Administration, Communications etc.
- Excellent oral and written communication skills.
- Excellent research skills and familiarity with research methods and sourcing.
- Proven ability to work independently and solve problems creatively.
- Strong organizational skills and ability to work on multiple projects.
- Excellent editing skills.
- Familiarity with Microsoft Office products.
- Experience with corporate office environments.

#### **License**

- Valid Class G Drivers License

A detailed job description is attached. Applicants must indicate how they meet the qualifications for the position in their covering letter.

Please submit your resume and cover letter in confidence marked “Summer Student – Health & Safety/Records Management Assistant” no later than 4:30 p.m. on Monday, April 22<sup>nd</sup>, 2019:

Brooke Crane, Payroll & Benefits Administrator  
Township of South-West Oxford  
312915 Dereham Line, Mount Elgin, ON N0J 1N0  
Phone (519) 485-0477 Fax (519) 485-2932 or Email [payroll@swox.org](mailto:payroll@swox.org)

*The Township of South-West Oxford is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. We thank all applicants for their interest and only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.*

**JOB DESCRIPTION**  
**SUMMER STUDENT – HEALTH & SAFETY/RECORDS MANAGEMENT ASSISTANT**  
Summer 2019

***This job description summarizes the responsibilities, qualifications, effort and working conditions and key performance indicators related to the position for someone to perform at a satisfactory level. This job description is not about the person but rather about the position. Certain individuals may be over or under qualified for this position. Certain individuals may over or under perform in this position.***

**Job Title:** Summer Student – Health & Safety/Records Management Assistant

**Report to Title:** Fire Chief & Clerk

**POSITION DETAILS**

**Position status:** Student (35 hours/week) approx. May 1, 2019 to approx. August 30<sup>th</sup>, 2019

**Department:** Fire Department/Clerk's Department

**Pay method (Salary or Hourly):** Hourly

**Group Benefits:** No

**Normal workweek:** 35 Hour work week

**Overtime:** None

**On Call:** No

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**Organization Name Values/Vision/Mission Statement**

A leader in the development and delivery of municipal services for the growth and well-being of our community.

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**A – RESPONSIBILITIES (includes accountabilities)**

***To perform this job satisfactorily, an individual must be able to perform each of the responsibilities listed successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these responsibilities.***

**1) Scope of Position**

Responsible for records management support, supporting administrative functions, and development and implementation of communication strategies and health and safety policies and procedures within the departments.

## 2) **Key Responsibilities**

- Ensures that all Personnel files, equipment documentation, inspection records etc., are properly stored into Records Management Software and that paper copies are stored as required.
- Completes monthly health and safety inspection for Township properties.
- Design and develop health and safety policies and procedures.
- Assists in managing folder structure of Records Management Software and makes changes on a request basis.
- Support for Records Management Software training and assistance in the design of reference materials for training purposes.
- Provide support for end users of Records Management Software upon request.
- Assist with reorganization of current physical and digital records storage.
- Provide administrative back up for various duties as the need arises.
- Design and implement approved communication strategies for departmental implementation.
- Provide administrative support to all Township departments as required.
- Other duties as assigned.
- Must be returning to school in the Fall.

## 3) **Key Relationships to Be Managed**

### *External*

- May answer questions with the general public (rarely) and maintains professional conduct at all times.

### *Internal*

- Reporting to supervisor.
- Assisting co-workers with duties.

### *Public Relations*

- Must act as a representative for the Township.

## 4) **Creativity**

- Creativity and initiative is required.

## 5) **Autonomy**

- Work independently and with other staff as a team.

## 6) **Health & Safety**

- Everyone at the Township of South-West Oxford has a responsibility to work in a healthy and safe manner and to follow all Township Health and Safety Guidelines (policies and procedures)

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## **B – QUALIFICATIONS**

*The qualifications in this section include the competencies required to satisfactorily perform the responsibilities listed. Candidates may not possess the exact qualifications listed but have a reasonable equivalent usually through experience as approved by the Supervisor.*

### **1) Formal Education and Training**

#### **Diploma/degree/certificate**

- University/College student in Public Administration, Political Science, Occupational Health and Safety, Business, Information Technology, Office Administration, Communications etc.

#### **Professional designation/certification**

- None

#### **License**

- Valid “G” license is required.

### **2) Qualifications and Interpersonal Skills**

- Excellent oral and written communication skills.
- Proven knowledge of communication strategies.
- Proven ability to work independently and solve problems creatively.
- Strong organizational skills and ability to work on multiple projects.
- Excellent data entry skills.
- Excellent editing skills.
- Familiarity with Microsoft Office products.
- Experience with corporate office environments.
- Excellent Social Media skills

### **3) Decision Making Authority and Judgment Skills**

- Report to one supervisor regarding major decisions.
- Ability to schedule own work in order to meet deadlines.

### **4) Problem Solving Skills**

- Handle fast paced environment and many interruptions.

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## **C – EFFORT & WORKING CONDITIONS**

### **1) Physical Effort and Environment**

- Low physical effort in a pleasant environment (office).

### **2) Mental Effort and Environment**

- Medium mental attention and concentration required in a medium stress environment.
  - Ensuring accuracy in completing tasks.
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