



IDENTIFICATION

Department	Position Title	
Finance	Occupational Health and Safety Specialist	
Position Number	Community	Division/Region
15-14977	Yellowknife	Corporate Services/ HQ

PURPOSE OF THE POSITION

The Occupational Health and Safety Specialist manages and coordinates the Department of Finance and the Department of Executive and Indigenous Affairs' (Departments) Occupational Health and Safety (OHS) Programs and workplace wellness program activities that facilitate the reduction of workplace injuries, reduce claims costs, and ensure compliance with the Safety Act and Regulations.

SCOPE

Located in Yellowknife and reporting to the Director, Corporate Services, within the Corporate Services Division, the OHS Specialist is responsible for the ongoing development, delivery and monitoring of the Department's OHS and wellness programs.

The Department of Finance is decentralized in the delivery of its services and is responsible for territory-wide government. The OHS Specialist serves as the Departmental level expert resource for all Joint OHS Committees and provides support and advice to management and departmental OHS committees in Headquarters (HQ), divisions and regional offices.

This work requires regular reviews of territorial and federal health and safety legislation, regulation, and policies, including review of industry leading practices, to ensure that the Department's OHS Program remains current and in compliance with prevailing legislation, regulation, and policy requirements. Additional responsibilities include amending the program.

This position is responsible for ensuring ongoing compliance, communicating changes to legislation and OHS programs, and identifying and implementing solutions to address non-compliance issues or eliminating or mitigate safety hazards or concerns.

Other responsibilities include ensuring that the Departments have the necessary departmental policies, business processes, procedures and/or guidelines in place to facilitate timely and



accurate reporting for the OHS Program. Responsibilities also include ensuring that employees and all managers are aware of their OHS roles and responsibilities and are made aware of the OHS training they are required to undertake as part of their role.

This position also coordinates, promotes, and supports a wide range of workplace wellness and employee developmental activities such as employee recognition events, OHS environmental "greening" initiatives, the Wellness Committee and Social Committee functions.

The OHS Specialist works with a wide range of partners involved in promoting safety and wellness in the workplace including the NWT/Nunavut Workers' Safety and Compensation Commission (WSCC), the GNWT's (Government of the Northwest Territories) OHS Advisor and other federal departments and industry associations.

RESPONSIBILITIES

1. Plans, develops, and implements the Department's OHS Program:

- Plans and manages the development and implementation of department wide OHS policies, strategies and plans that promote health and safety and wellness for all Departmental employees.
- Provides OHS tools and resources to managers regarding various OHS related activities including: the interpretations, application and compliance with prevailing acts, regulations, policies, practices, and collective agreements.
- Provides information on OHS training and orientation tools and resources to all Departmental employees.
- Develops and delivers Departmental OHS in-house employee orientation and works with the WSCC, the Northwest Territories Federation of Labour (NTFL), and the Northern Safety Association (NSA) to deliver training as required.
- Analyzes and interprets legislations, regulations, standards, policies, and practices to provide expert advice to Departmental employees across the NWT on health and safety legislation, policies, and practices.
- Drafts briefing notes, reports and/or correspondence related to the Department's OHS and wellness programs.
- Represents Departmental interests on various inter-departmental committees related to OHS and wellness matters.
- Develops and maintains productive partnerships with a wide range of organizations with common interests in workplace safety and wellness including the NWT/Nunavut WSCC, and the GNWT's OHS Advisor.

2. Monitors and evaluates the effectiveness of the OHS and wellness program strategies and plans:

- Develops detailed work plans to guide the work of departmental OHS committees and external contractors.



- Inspects and evaluates workplace environment, equipment, and practices for compliance with legislation, regulations, standards, policies, and practices.
- Investigates incidents and accidents and identifies causes or non-compliance issues, and implements solutions to prevent incidents or accidents, ensures compliance and eliminates or mitigates safety hazards or concerns.
- Monitors the effectiveness of OHS programs and the implementation of wellness activities through surveys, feedback forms and statistical reviews.
- Participates in annual compliance reviews and provides recommendations to senior management regarding OHS and wellness matters.
- Ensures all OHS and wellness program reporting requirements are satisfied and prepares reports for senior management regarding the effectiveness of OHS and wellness programs.
- Supervises casual support staff and projects involving the use of external experts, as required.
- Coordinates external audits and assessments of the OHS program and/or wellness programs as required.
- Research OHS trends and emerging leading practices in other jurisdictions for application to the Department's OHS Program.

3. Promotes and supports OHS compliance, workplace wellness and employee development programs:

- Designs, implements, and revises workplace processes and procedures.
- Ensures forms, electronic OHS Program Manual (which outlines departmental policies and procedures) is kept current and readily accessible to all employees.
- Amends OHS program or wellness activities in response to changes in legislation, best practices, policies, and standards.
- Conducts or coordinates delivery of training to Departmental staff.
- Participates in the development and implementation of communication strategies that support compliance with OHS legislation and policies, as well as awareness of wellness programs and training opportunities:
- Develops communications tools for the Departments' workplace wellness programs when applicable.
- Coordinates and supports the delivery of the Departments' employee recognition and awards program.

WORKING CONDITIONS

Physical Demands

No unusual physical demands

Environmental Conditions



No unusual environmental conditions

Sensory Demands

No unusual sensory demands

Mental Demands

No unusual mental demands. Some travel may be required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.
- Knowledge of, and ability to apply, exemplary practices in the area of health, wellness and safety.
- Knowledge of and the ability to analyze, interpret and critically assess information including legislation, regulations, policies, and procedures applicable to OHS management.
- Knowledge of current GNWT policies, structures and administrative systems and processes.
- Analytical, problem solving and planning skills.
- Proficient in program development and implementation; conducting investigations; interpreting and applying legislation and/or policy; developing and delivering presentations or training information.
- Strategic and critical thinking skills and judgement to assess program performance and provide advice and recommendations to senior management.
- Skills and ability to monitor the effectiveness of OHS programs and the implementation of wellness activities.
- Ability to conduct research and to keep abreast of new trends in order to facilitate harmonization with other jurisdictions.
- Ability to develop and express analyses, ideas, concepts, judgments and recommendations to professionals and lay people in a clear and concise manner using appropriate verbal, written and graphic means.
- Ability to work effectively in a diverse cultural, institutional, and geographical context:
- Organizational and time management skills.
- Interpersonal skills and the ability to work independently in a cross-cultural environment or as a member of a team.
- Demonstrates diplomacy, discretion, tact, and restraint.
- Competent use of standard computerized office software including word processing, spreadsheet, presentation, electronic mail, and communications.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.



Typically, the above qualifications would be attained by:

A university degree in a related field (occupational health and safety, business or public administration, human resources, or social sciences) with three (3) years of relevant work experience with specific occupational health and safety responsibilities.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required.
- Position of Trust – criminal records check required.
- Highly sensitive position – requires verification of identity and a criminal record check.

French language (check one if applicable)

- French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) Intermediate (I) Advanced (A)
 - READING COMPREHENSION:
 - Basic (B) Intermediate (I) Advanced (A)
 - WRITING SKILLS:
 - Basic (B) Intermediate (I) Advanced (A)
- French preferred

Indigenous language: Select language

- Required
- Preferred