



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Occupational Health and Safety Specialist	
Position Number(s)	Community	Division/Region(s)
63-14953	Yellowknife	Finance & Administration/Headquarters

PURPOSE OF THE POSITION

This position is responsible for the development, implementation and oversight of the Department of Industry, Tourism and Investment's (ITI's) Occupational Health and Safety Program (OH&S).

SCOPE

Reporting to the Director, Finance and Administration, the OH&S Specialist serves as the ITI's expert resource for all ITI OH&S activities. The position participates in and takes leadership on projects, in the development, delivery of training and implementation of OH&S programs, emergency planning and contingency planning for the department.

This work requires regular reviews of territorial and federal health and safety legislation, regulation and policies, including industry leading practices, in ensuring that ITI's OH&S Program remains current and in compliance with prevailing legislation, regulation and policy requirements. These responsibilities include ensuring that ITI has the necessary department policies, business processes, procedures and system solutions in place to facilitate timely and accurate reporting for the OH&S program.

ITI's OH&S Specialist works with a wide range of partners involved in promoting safety and wellness in the workplace; such as: the NWT/Nunavut Worker's Safety Compensation Commission, the GNWT's Department of Human Resources and the GNWT's Department of Public Works and Services.

RESPONSIBILITIES

1. Plans, develops and implements ITI's Occupational Health and Safety Programs

- Oversees and supports the on-going development of department-wide OH&S policies, strategies and plans that promote health and safety for all ITI employees
- Develops policies and procedures and ensures they are kept current and readily accessible to all ITI employees
- Provides advice to all ITI employees on health and safety legislation, policies and practices
- Identifies, develops and delivers OH&S employee training and orientation tools and resources
- Represents ITI's interests on various inter-departmental advisory committees concerning OH&S and wellness matters
- Develops and maintains productive partnerships with a wide range of organizations with common interests in workplace safety and wellness
- Coordinates the development of effective communication tools for ITI's OH&S Program
- Monitor WSCC claims and provide specialist advice in relation to specific employee injuries and trends. This includes the development and implementation of training and support programs for employees and managers
- Draft briefing notes, and reports concerning ITI OH&S

2. Monitors and evaluates the effectiveness of health and safety program strategies and plans for the Department

- Ensures OH&S program reporting requirements are satisfied
- Develops detailed work plans to assist in guiding the work of departmental OH&S committees and external contractors
- Work with Managers to provide specialist advice on accommodation plans for employees and advise to support effective evaluation of employee abilities and accommodation needs

3. Provides guidance, technical assistance and other support to departmental staff of emergency and contingency planning

- Developing program policies, practices and procedures, and implementing programs and services relating to emergency and contingency planning for the department
- Analyzing and implementing strategies and briefing management on the impact of planning activities
- Provides leadership and support to the senior management team in the development of specific risk plans such as job action contingency plan, pandemic planning, responses to audit, risk planning to support grievance prevention or the implementation of settlements

4. Provides guidance, technical assistance and support to the department with Risk Management

- Develop and implement the application of risk metrics and methodologies

- Monitor and analyze and report of risk exposure to the department and various program areas
- Ensure the department adheres to the GNWT Risk Management Framework
- Supports organizational compliance with risk policies through regular risk exposure monitoring and reporting

5. Project Management

- Chair, the Departmental Occupational Health and Safety Committee and provide recommendations to Senior Management
- Participates in compliance reviews or other special projects as required
- Assists with the delivery of training initiatives

WORKING CONDITIONS

Physical Demands

Long periods of computer work as well as requirements for field visits i.e. NWT Territorial parks as well as any other location requiring OH&S assistance (including regional offices).

Environmental Conditions

Working in the office as well as field work will be required, travelling to parks and various offices for project, training, inspections etc.

Sensory Demands

Must be alert and attentive to details.

Mental Demands

Special projects cause regular duties to be put on hold and force the employee to reallocate their time efficiently. Travel will be required to all regions. If incidents occur, this could place stress on the OH&S specialist dealing with the investigation.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven track record in implementing complex and highly visible initiatives involving multiple stakeholders
- Experience coaching and developing various levels within an organization
- Training experience, including presentation to large groups and facilitation of small classes
- Knowledge of, and ability to apply, exemplary practices in the area of health and safety
- Knowledge of, and ability to interpret Acts, Regulations, policies and procedures application to OH&S management
- Strategic and critical thinking skills and judgment to assess program performance
- Analytical and research skills
- Excellent organizational time management skills

- Excellent communication and interpersonal skills (oral and written)
- Proven self-direction and self-motivation
- Ability to form partnerships and work in a collaborative manner
- Proven client service orientation
- Excellent proficiency in the use of general office computer programs such as word processing and spreadsheets

Typically, the above qualifications would be attained by:

- Degree in relevant field such as occupational safety or occupational hygiene and 3 years Occupational Health and Safety (OHS) experience; or have a combination of 5 years OHS experience developing and maintaining safety programs with education in a related discipline such as Human Resource Management, Engineering, combined with training in OHS
- Working towards obtaining the Canadian Registered Safety Professional (CRSP) designation

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 records check

French language (check one if applies)

- 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

Aboriginal language: Choose a language

- Required
- Preferred