

JOB OPENING – POSTING #TE2022-08

Health & Safety Consultant (Bilingual)

The Infrastructure Health and Safety Association (IHSA) is part of Ontario's health and safety system, which includes the Ministry of Labour, Immigration, Training and Skills Development (MLITSD), the Workplace Safety and Insurance Board (WSIB), and six health and safety associations. IHSA is a leader in health and safety education. Through skills-based training, auditing, and evaluation, we provide safety solutions to those who perform high-risk activities. Our goal is to support safe and healthy workplaces free from incidents, injuries, illnesses or fatalities.

Interested in learning more about who we are and what we do? Check out our podcast series: IHSA Podcast [IHSA Podcast \(ihsasafetypodcast.ca\)](https://ihsasafetypodcast.ca)

Why should you join our team?

- Competitive salary, home office set-up, comprehensive benefits package, and a defined-benefit pension plan for our employees.
- Support for personal and professional growth and development, training and education, with an opportunity of potential career advancement.
- A meaningful, rewarding, and challenging career opportunity to make a positive impact in the health and safety industry.

POSITION SUMMARY:

The Health and Safety Consultant will be responsible for assessing health and safety training needs, instructing training programs, and recommending health and safety solutions to both member and non-member firms. In addition, the incumbent will be responsible for working with assigned firms, emerging firms and other organizations within their assigned geographical region to assist them in creating a self-sustaining internal responsibility system (IRS). The Health and Safety Consultant reports directly to the Manager, Regional Operations North & East.

DATE OF POSTING: September 23, 2022

LOCATION: Remote Work

RESIDENCY REQUIREMENT: It is a term and condition for the granting of employment in this position and it will be a term and condition of continuing employment in this position that the individual's permanent residence is within one hundred twenty (120) kilometre radius of 2515 St. Laurent Blvd., Ottawa, ON, K1H 8P5.

NUMBER OF VACANCIES: 1

SALARY: \$90,403.01 – \$106,426.89

RESPONSIBILITIES:

- Instruct, train, educate, and deliver public and at customer facility training programs to various levels of personnel with member and non-member firms to address identified needs of specific structured courses.
- Deliver and facilitate health and safety programs and presentations that adhere to current federal and/or provincial legislation and support the policies, procedures, objectives and vision of IHSA to a variety of audiences.
- Consult and work with assigned firms following the IHSA methodologies of introductory meetings, gap analysis, presentation of short and long term recommendations, and follow-up as required.
- Work and consult with member firms to develop/create a self-sustaining Internal Responsibility System (IRS).
- Consult and work with stakeholders, emerging firms, member and non-member firms, management, unions, various trade sectors, safety groups and employer associations to build strong strategic partnerships to assess, identify and address their training needs.
- Resolve challenges, continually monitor the effectiveness of existing IHSA programs and recommend appropriate solutions.
- Act as an expert in a variety of areas and provide sound advice and guidance on program development to clients. As a subject matter expert, maintain a high level of performance competence and expertise, and maintain an up-to-date knowledge base of techniques and occupational health and safety legislation within the federal and provincial sectors.
- Schedule and manage course delivery timetables at various locations.
- Complete, file and maintain accurate participant's reports, grade tests, provide participant feedback and prepare reports for the Manager, Regional Operations related to work schedules, expenses and travel arrangements. Control expenses, adhere to current procurement guidelines and maintain accurate financial records.
- Participate as a member of industry and sector committees to recommend and provide feedback on new standards and regulations for the specific sectors IHSA serves.
- Provide internal and external customer service to peers throughout the organization as well as to members and strategic partners.
- Provide guidance, information training or instruction to co-workers, member firms and employees supervising jobs on work sites.
- Identify potential or actual hazards in accordance with federal or provincial legislation requirements and adhere to health and safety regulations. Act in accordance with IHSA's health and safety program.
- Participate in the development, strategic planning and goal setting process within IHSA.
- Perform other duties and/or projects as assigned by management.

QUALIFICATIONS:

- Bilingual (French and English) required.
- Post-secondary education (i.e. Health and Safety and/or industry related skilled trade designation) with a minimum of five years related practical trades' experience required.
- Canadian Registered Safety Professional (CRSP) designation preferred.
- Demonstrated knowledge/subject matter expertise in the Occupational Health and Safety Act, Construction Regulations, OTM Book 7, Fall Protection/Working at Heights, Hoisting and Rigging, and JHSC Certification.
- Previous supervisory experience an asset.
- First Aid, Cardiopulmonary Resuscitation (CPR) and Automatic External Defibrillator (AED) certifications.
- Knowledge of program development, delivery, adult training and education principles.
- Advanced knowledge of Health and Safety management systems, programs, services, auditing and current federal and provincial legislation.
- Proficient in computer operation and applicable software such as MS Office (Word, Excel, Outlook, and PowerPoint), internet, and intranet, as well as other relevant technology

equipment (audio/visual equipment, training equipment and other pertinent industry specific tools).

- Creative, energetic, self-motivated and results oriented. Proven team player who is both flexible and adaptable. Must possess strong time management skills.
- Analytical person to systematically break down complex issues related to assessing the health and safety training needs of member and non-member firms and schedule, deliver and evaluate training programs within the sectors that IHSA services.
- Possess a valid Ontario (G) driver's license.
- Ability to travel extensively in North and Eastern Ontario.
- Ability to work flexible hours.
- 75% minimum interview score required for consideration.

Note: All applications must include a cover letter and resume (referencing Posting #TE2022-08), and be forwarded to careers@ihsa.ca no later than Monday October 3, 2022.

IHSA is committed to providing equal opportunity to qualified individuals wishing to join the Association. IHSA will provide accommodation to applicants with disabilities throughout the assessment, selection and recruitment process. Applicants requesting accommodation are asked to advise Human Resources of the nature of accommodation that is required.

Thank you for your interest in IHSA. To be considered for this competition, applicants must submit a cover letter and resume clearly identifying how they meet the qualifications as outlined in this position. This information will be used as part of the selection process. We appreciate the interest of all applicants, however, only candidates selected for an interview will be contacted.