

JOB DESCRIPTION

Position Information [JOB CODE ssm001inst]

Organization	Safety Services Manitoba
Title	Level I Consultant/Instructor (Full Time/Part Time/Contract)
Location	3 – 1680 Notre Dame Avenue Winnipeg, Manitoba R3H 1H6
Reports to	Gordon Gillis, Director of Occupational Health and Safety
Date	October 1, 2009

The Organization

Safety Services Manitoba is the province's leading not-for-profit safety and health services provider offering tailored, customized safety services geared to meet customers' specific safety needs.

Safety Services Manitoba promotes a culture of safety and health province-wide by delivering coordinated, comprehensive services throughout Manitoba. In-class instruction and hands-on training combine theory and practice, providing opportunities for people to apply their knowledge under the guidance of certified health and safety professionals. Instructors provide consistent, comprehensive training and education to help reduce risks and injuries and ultimately increase organizations' bottom line.

Safety Services Manitoba specializes in full-service programming in Occupational Health and Safety, Road Safety and Community Safety.

Vision

A safe and healthy Manitoba

Mission

To deliver the best safety and health services for Manitobans

Job Description

Reporting directly to the Director of Occupational Health & Safety, the Instructor plays a key role in supporting the organization's mission statement. The overall responsibility is to provide instructional and consultation services for our customers towards the reduction of accidents and injury and the promotion of health and wellness in their companies by applying relevant laws, best practices, and solutions that offer effective and sustainable results.

Specific duties

1. Maintain awareness of and exercise your duties, rights and responsibilities under the Occupational Health & Safety Legislation
2. Abide by all policies and procedures of Safety Services Manitoba including the Code of Professionalism
3. Deliver all of Safety Services Manitoba's current OH&S curricula and consultation services to our customers specializing in management and supervisory level courses
4. Develop and deliver customized OH&S consultation and instructional services to our customers as needed and directed by management
5. Maintain independence in providing services for our customers. It is expected that you understand our customers' safety and health needs, deliver programs, and establish the effectiveness of your service
6. Facilitate training programs and ensure their effective implementation
7. Maintain your professional development by monitoring trends, being aware of pertinent literature and recognizing areas for education and improvement, seeking approval for courses, seminars, etc.
8. Inspect customer workplaces for safety and health hazards
9. Work with auditors and conduct health & safety audits
10. Coordinate completion of safety audits
11. Manage aspects of the safety training, maintaining/updating training records
12. Provide guidance on the interpretation and application of safety legislation and safe work practices and procedures
13. Identify health and safety needs with regard to training, programs and procedures and take steps to ensure compliance with legislation
14. Research and write and/or update safety policies
15. Stay abreast of changes in safety legislation and products/services and make recommendations

16. Attend and participate in regularly scheduled in-service and staff meetings
17. Assist in the development/implementation/monitoring of proactive accident prevention programs and deliver training
18. Ensure continuous improvement of our current curricula and the development of new curricula (including training manuals, videos, tests, etc.) based on accident and injury trends, customer demand and OH&S legislation
19. Maintain accountability for the responsibilities and qualifications of Level II & III Consultants/Instructors
20. Attend courses conducted by Level II & III Consultants/Instructors and assist in the orientation, ongoing training and evaluation of Level II & III Consultants/Instructors by sharing information and techniques through mentoring
21. Participate in associations and affiliations that support your job function as approved by the Director of OH&S
22. Develop and deliver seminars for Safety Services Manitoba and speak at internal and external functions as directed
23. Identify training needs and provide necessary training courses
24. Maintain contact with professionals in the field of occupational health and safety, and environment to remain current on new trends
25. Perform other duties as required

Qualifications

- Minimum CRSP designation or recognized equivalent (Such as an auditor's designation)
- Successfully complete a recognized degree program in OH&S or Industrial Hygiene
- Pass a rigorous evaluation by the Director of Occupational Health & Safety
- Meet the criteria of and work as a Level II Consultant/Instructor for a minimum of one year
- Ability to demonstrate exceptional customer service skills

Interpersonal / Communication / Motivational / Leadership Skills

- Excellent interpersonal and communication skills (written, verbal, presentation, and facilitation)
- A commitment to inspire a work force to exceed goals and objectives

Technical Knowledge

- Solid knowledge of Occupational Health and Safety Law, Occupational Hygiene, Measurement and Analysis, Hazard Recognition, Assessment and Control techniques and warehouse operations
- A comprehensive knowledge of Occupational Health & Safety Act and Regulations as well as an understanding of other relevant legislation such as the Canadian Standards Act and environmental protection

Work Experience

- Minimum of three years of experience as a Health and Safety Practitioner

Organizational Skills

- Skilled in time management, multitasking, and meeting deadlines in a timely manner
- Strong organizational skills, as well as being oriented to accuracy and detail







Computer Skills




- Excellent computer skills, especially with Microsoft Office applications

Travel

- Ability to hold a valid driver's licence
- Availability to travel frequently

Competencies

-  Presentation Skills
Is effective in a variety of formal presentation settings: one-on-one, small and large groups, with peers, direct reports, and bosses; is effective both inside and outside the organization, on both cool data and hot and controversial topics; commands attention and can manage group process during the presentation; can change tactics midstream when something isn't working.
-  Composure
Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.
-  Command Skills
Relishes leading; takes unpopular stands if necessary; encourages direct and tough debate but isn't afraid to end it and move on; is looked to for direction in a crisis; faces adversity head on; energized by tough challenges.
-  Integrity & Trust
Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him / herself for personal gain.
-  Customer Focus
Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
-  Priority Setting
Spends his / her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.

-  Time Management
Uses his / her time effectively and efficiently; values time; concentrates his / her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.
-  Interpersonal Savvy
Relates well to all kinds of people, up, down and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
-  Intellectual Horsepower
Is bright and intelligent; deals with concepts and complexity comfortably; described as intellectually sharp, capable, and agile.
-  Self-Development
Is personally committed to and actively works to continuously improve him / herself; understands that different situations and levels may call for different skills and approaches; works to deploy strengths; works on compensating for weakness and limits.
-  Work / Life Balance
Maintains a conscious balance between work and personal life so that one doesn't dominate the other; is not one-dimensional; knows how to attend to both; get what s/he wants from both.
-  Functional/Technical Skills
Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.