

## JOB DESCRIPTION

### Position Information [JOB CODE ssm002inst]

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

### 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
4. 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
5. Facilitate training programs and ensures their effective implementation
6. 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.
7. Inspect customer workplaces for safety and health hazards
8. Work with auditors and conduct health and safety audits
9. Manage aspects of the safety training, maintaining/updating training records
10. Provide guidance on the interpretation and application of safety legislation and safe work practices and procedures
11. Identify health and safety needs with regard to training, programs and procedures and take step to ensure compliance with legislation
12. Research and write and/or update safety policies
13. Stay abreast of changes in safety legislation and products/services and make recommendations
14. Attend and participate in regularly scheduled in-service and staff meetings
15. Assist in the ongoing training and evaluation of Level III Consultants/Instructors by sharing information and techniques through mentoring

16. Assist in the development/implementation/monitoring of proactive accident prevention programs and deliver training
17. Maintain contact with professionals in the field of occupational health and safety, and environment to remain current on new trends
18. Perform other duties as required

### **Qualifications**

- Minimum three year degree program in Occupational Health & Safety or recognized equivalent (work experience may apply)
- Minimum HSP designation or recognized equivalent
- Successfully complete a course on adult education
- Pass a rigorous evaluation by the Director of Occupational Health and Safety
- Work as a Level II (probation) Consultant/Instructor for a minimum of one year
- CRSP designation would be an asset
- Industry related experience in Health and Safety

### **Interpersonal / Communication / Motivational / Leadership Skills**

- Excellent interpersonal, communication, planning, problem solving and organizational skills
- 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

### **Organizational Skills**

- Skilled in time management, multitasking, and meeting deadlines in a timely manner







**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.