

WORKPLACE SAFETY & PREVENTION SERVICES (WSPS) JOB POSTING

JOB TITLE: Specialized Consultant (Confined Spaces)
LOCATION: Home office Based
REGION: Ottawa, ON.
POSITION OPENINGS: 1

ROLE

Reporting to the Consulting Services Manager, the Specialized Consultant (Confined Spaces) provides specialty services and solutions to our customers (both in person and virtually) in the regions and works closely with the Speciality Services Lead to provide expertise in the discipline or area of expertise. The Specialized Consultant will work within their team to ensure annual goals and objectives associated with the WSPS' strategic plan are accomplished which may include providing general health and safety services to assist with capacity shortfalls, when needed.

The core accountability of the Specialized Consultant is to deliver high quality solutions and services (both in person and virtually) that require subject matter expertise gained through experience and education. With the goal of improving overall health and enhancing productivity, quality and morale in the workplace they will work with the Specialized Services Leads to enhance the quality and consistency of current services and solutions across the province, and ensure WSPS stays current and relevant to workplaces by channeling industry and evidence-based research into new services and solutions.

KEY RESPONSIBILITIES

Note: Percentages refer to approximate % of time spent on each area, over the course of a given year

1. DELIVER SERVICES/SOLUTIONS TO CUSTOMERS (70%)

- Deliver specialized services to customer that facilitate a reduction and mitigation of risk for workplace injury and illness including confined space identification, program development, hazard assessment, entry and rescue planning, and the delivery of both theory and practical training in confined space entry and rescue. This is facilitated through hazard identification, qualitative and quantitative risk assessment, and recommendations for improving tools, equipment, layout materials, environment, work practices, organizational factors and other processes.
- Assess customer needs and works diplomatically within political framework of unionized and non -unionized workplaces. Liaise with various stakeholders (e.g. MLTSD, senior management, supervisors, workers, staff) to assist customers in complying with relevant Occupational Health and Safety legislation, standards and best practices.
- Execute solution delivery to customer as per scope and term outlined in the agreement/contract. In collaboration with Account Management, follow up regularly with customers to ensure ongoing service satisfaction.
- Ensure the successful planning, implementation and delivery of high quality customer solutions through collaboration with Consulting Services Manager, AM/or SAM, and Specialized Services Lead (Confined Spaces) to scope contracts, review customer plans, prepare RFPs, participation in WSPS Document Review process and solution development/review.
- Support projects that require specialized knowledge and experience to ensure all elements that support revenue protocols which include: proposal, quoting, risk assessment and contracting.

- Collaborate with others to develop and deliver training, workshops and conference presentations to customers in this specialty.

2. RELATIONSHIP-BUILDING, MARKETING AND PROMOTIONS (10%)

- Nurture, develop and maintain relationships with assigned customers while delivering services.
- Promote and represent WSPS as a “brand” ambassador at key events/speaking engagements, trade shows and with committees, institutes and associations.
- Assist with acquisition of speakers that provide customers access in the specialized fields and coordinate presentations at conferences and workshops.
- Coordinate with internal stakeholders to leverage internal resources to provide customer service or solutions.

3. INTERNAL TRANSITION, SUPPORT AND ADMINISTRATION (20%)

- Maintain report and documentation as required and in accordance to corporate policies.
- In collaboration with Account Management, ensure customer information is maintained through entries in CRM and other business systems as required.
- Prepare consulting reports in accordance with internal standards, processes, procedures and expertise development plans.
- Complete Quality Assurance/Document Review of consulting reports in accordance with internal standards, processes and procedures.
- Function as a Subject Matter Expert (SME) supporting the development of programs, solutions, products and services, as assigned by the Specialized Services Lead (Confined Spaces).
- Provide input to current and future Development plans in collaboration with the Specialized Services Lead (Confined Spaces).
- Provide instruction, demonstration or coaching support as assigned.
- Convey any identified, potential project risks and possible mitigation strategies to the Consulting Services Manager or Senior Consultant as appropriate.
- Completion of administrative duties (Expense submission, etc.).
- Support other duties as assigned.

4. CONTRIBUTES TO A HEALTHY AND SAFE WORK ENVIRONMENT

- Adhere to WSPS policies, procedures, process fact sheets, guidelines and business rules established in the WSPS Quality management system to ensure the achievement of quality goals
- Contribute to the promotion of a healthy & safe culture through modelling and following WSPS health, safety and wellness policies and practices, and link efforts to the WSPS Managed Systems approach (Plan, Do, Check, Act, Continuous Improvement Cycle)
- Act as a role model internally and externally by demonstrating knowledge of health and safety and wellness practices, weighing options for sound risk management decision making

SKILLS AND EXPERIENCE

Minimum:

- Post-secondary certificate or diploma in occupational health and safety or a related discipline, with specific education and training in confined spaces
- NFPA 1006 (2013 ed. or prior) Technical Rescue Personnel Professional Qualifications, Rope Rescue (chapter 5) Level I certification AND Confined Space Rescue (chapter 7) Levels I & II certification, OR

- NFPA 1006 (2017 ed. or later) Rope Rescue (chapter 5) Operations certification AND Confined Space Rescue Technician certification.
- Certification for the above shall be with the National Board on Fire Service Professional Qualifications (Pro Board), or the International Fire Service Accreditation Congress (IFSAC), or have completed a Rope Rescue Level I/Operations course AND Confined Space Rescue Levels I & II/Technician course through a fire service training program approved by the Ontario Office of the Fire Marshal and Emergency Management (OFMEM) or Authority Having Jurisdiction (AHJ).
- 5 – 7 years' industry experience developing and implementing confined space programs in multiple provincial and federal jurisdictions, and several sectors including the manufacturing, service, and agricultural sectors.
- Extensive experience conducting confined space risk assessments, and writing safe and effective confined space work and rescue procedures.
- Able to articulate and apply Health and Safety legislation and technical standards such as O. Reg. 632, COHSR Part XI, MOL and ESDC confined space guidelines, CSA Z1006 and NFPA 1006 and 1670.
- Proof of/Verification of audit, assessment and report writing
- Knowledge of Adult learning principles
- Facilitation/Instruction skills in various settings and levels of employees/management
- Ability to work in a team environment/collaboration
- Excellent oral and written skills
- Experience using Microsoft Office Applications
- Valid Driver's License
- Access to a vehicle that meets minimum MTO safety standards
- Maintains a home office in a safe manner

Preferred:

- University degree in occupational health and safety or a related discipline, with specific education and training in confined spaces
- Current Health and Safety Designations such as CRSP, CRST, CSP, CIH, ROH or CHSC or working toward designation considered an asset
- Experience on an industrial or municipal/provincial/federal technical rescue team with an emphasis on confined space rescue, with rope rescue experience considered an asset.
- 7+ years' industry experience developing and implementing confined space programs in multiple provincial and federal jurisdictions, and several sectors, including the manufacturing, service and agricultural.

Additional Requirements:

- In response to the COVID-19 pandemic, the mandates issued by the federal government, and the direction provided by public health authorities, Workplace Safety & Prevention Services may require new employees to be fully vaccinated prior to the start of employment to support customer portfolios which require staff to be vaccinated (eg. Federal or provincial customers). If you are the successful candidate, you may be required to submit proof of vaccination or request accommodation for a legitimate medical, religious reason or other human rights-based grounds at the offer stage as part of the offer process.
- WSPS offers flexible work arrangements. Head Office roles can be performed from home or our well-appointed Mississauga office. Candidates are required to reside in the province of Ontario, maintain a private and safe workspace and have a high-quality internet connection.
- Reliability Level Security Clearance (must have or be willing to obtain)

APPLICANT INFORMATION

Deadline for Application: Thursday May 26, 2022 @ 4:00 PM EST

Applications are to be forwarded to Human Resources at: careers@wsps.ca

Complete application will include: Cover letter & Resume referencing the job title in the subject line.

WSPS is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, WSPS will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.

We thank all those that apply, however, only those selected for further consideration will be contacted