

WORKPLACE SAFETY & PREVENTION SERVICES (WSPS) JOB POSTING

JOB TITLE: Field Operations Regional Coordinator
LOCATION: Head office based (currently this position works from home due to the ongoing pandemic)
POSITION OPENINGS: 1

ROLE

Reporting to the Field Operations Central, Northern, & Eastern Ontario Regional Director with a dotted line reporting relationship with the Southern & Western Ontario Regional Director, the Field Operations Regional Coordinator is responsible for supporting the Field Operations Regions focusing on the execution and improvement of key tasks, processes, projects, proposals and partnerships. The role identifies, develops, implements and maintains focused improvement opportunities to safely increase efficiencies, quality and responsiveness within the regions, in a collaborative way. This position works together with the Field Operations Coordinator and Field Logistics Coordinator as a team that shares common tasks in order to balance administrative / coordination workloads, when required.

Please note: This role is currently working from home until further notice, and requires the successful incumbent to maintain a working space ensuring productivity and adherence to corporate policies.

KEY RESPONSIBILITIES

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

Regional Coordination Functions (60%)

- Coordinate with various staff to ensure operational support requirements for the regions are met. (Eg: DMS; regional planning exercises; regional updates at regional meetings; coordination of Field Operation Development Days; regional initiatives / projects as assigned; WSPS Staff Week; etc)
- Assist with routine and confidential activities of regional management.
- Design / build / maintain regional collaboration sites.
- Working in collaboration with the Field Operations Coordinator and Field Logistics Coordinator on Field Operational projects, initiatives and hosting virtual / F2F meetings and events.
- Coordinate and maintain security portfolio as a WSPS Alternate Chief Security Officer (ACSO) both for individual and organizational clearances.
- Coordinate and maintain the WSPS RFX system and associated processes.
- Acts as a support to the review of Buy and Sell, Bidding, and other procurement sites to locate new bidding opportunities.
- Assists with the preparation of large proposals (Eg: Federal and others), vetting proposals; participation in SWAT team meetings, research.
- Scheduling of virtual private training rooms in Adobe.
- Participate and provide support to Pillar Teams.
- To provide support to Master / Integrated Annual Planning.

Administrative Support (40%)

- Review Field Operations Regional Management Team expense reports for accuracy and adherence to corporate financial policies, prior to submission to Regional Directors for approval.
- Review Field Operations regional staff expense reports for accuracy and adherence to corporate financial policies, prior to submission to Regional Managers for approval.
- Compose and edit correspondence, memoranda and reports from written and verbal direction or from knowledge of established policies or processes of the department.
- Schedule and coordinate meetings, appointments, events, eFOLT / FOLT, and other similar activities, as required by the Field Operations Regional Management Team.
- Coordinates travel arrangements for the Field Operations Team as required.
- Coordinate regional Data Group requests, represents a Super User, optimizing effectiveness / efficiencies.
- Provide support to regional budgeting processes; reconciliation of invoices; and all aspects of office management / administrative support, including the WSPS Ottawa office.

Contributes to a Healthy and Safe Work Environment (At all Times)

- Adheres to WSPS policies, procedures process fact sheets, guidelines and business rules established in the WSPS Quality Management system.
- Contributes to promoting a healthy and safe culture, and links efforts to the WSPS quality management system approach (Plan, Do, Check, Act, Continuous Improvement Cycle)
- Acts as a role model internally and externally by demonstrating knowledge of health and safety and wellness practices.

SKILLS AND EXPERIENCE

Minimum:

- 2-3 years related general administrative experience
- Ability to influence others without authority
- Excellent communication skills both verbal and written
- Strong analytical skills, self - directed and well organized
- Fully proficient on all Microsoft office applications
- Well versed in virtual meeting platforms such as Adobe and Microsoft Teams
- SharePoint and CRM experience or ability to learn quickly on different platforms
- Understand / use of effective project management principles
- Ability to work in a fast paced environment juggling competing priorities
- Excellent time management skills to meet the demands of multiple priorities and stakeholders
- Experience in supporting stakeholders and working within a cross functional team setting
- Exude energy by having a “can do” attitude with a sense of urgency with their work
- Valid Ontario Driver’s License

Preferred:

- College diploma in business, office administration or related discipline
- 3-5 years related general administrative experience
- Experience developing project plans

Additional Requirements:

- Vaccination: In response to the COVID-19 pandemic and the direction provided by public health authorities, Workplace Safety & Prevention Services requires all new employees to be fully vaccinated prior to their start date. If you are the selected candidate, you will be asked to first attest your vaccination status at the reference stage and will then 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
- Reliability Security Clearance will be required

APPLICANT INFORMATION

Deadline for Application: October 29, 2021 @ 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