

## **WORKPLACE SAFETY & PREVENTION SERVICES (WSPS) JOB POSTING**

**JOB TITLE:** Health and Safety Excellence Program Consultant  
**LOCATION:** Home office based  
**POSITION OPENINGS:** 1 full time

### **ROLE**

Under the direction of Manager, Program Training & Delivery, the Health & Safety Excellence program Consultant is responsible for seeing Excellence program from roll out through to completion ensuring annual goals and objectives associated with both of the WSIB Incentive Programs are accomplished. The core accountability is acting as a liaison between WSIB/MLITSD and WSPS. The successful incumbent will ensure high quality services are provided to customers, on time and within budget, resulting in high customer satisfaction. The Health & Safety Excellence program Consultant provides leadership to Field Operations to accomplish the programs goals.

### **KEY RESPONSIBILITIES**

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

#### **1. Build & Maintain Health & Safety Excellence Program (60%)**

- Responsible for overseeing the leadership of the WSIB's Health and Safety Excellence program to participating customers.
- Respond to escalated questions and issues from internal stakeholders and program members
- In collaboration with internal and external stakeholders; develop, implement and oversee the delivery of products and the program to support the Excellence program. Monitor, evaluate and adjust as required
- Assist with the development and execution of marketing plans and tactics to increase program awareness and participation
- Create resources, tools and presentation material for member meetings to assist firms with successfully meeting the program requirements
- Monitor and evaluate to ensure the program content is effectively and consistently being delivered

#### **2. Relationship building (30%)**

- Collaborate with the assigned WSIB consultant, Ministry of Labour, Immigration, Training Skills and Development (MLITSD), and other system partners, Manager OHS Management Systems, WSPS Consulting Managers and Consultants, support staff and Excellence program members to ensure the delivery of a high quality program

#### **3. Marketing Initiatives (10%)**

- Recommend marketing collateral and Excellence program member recruitment strategies

#### **4. 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 which ensures the achievement of our quality goals
- 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 practises

## **SKILLS AND EXPERIENCE**

### **Minimum:**

- Certificate in Health and Safety, or other related discipline; or equivalent combination of education and/or experience
- Knowledge of Health and Safety, including legislation and technical standards
- Knowledge of conducting audits and assessments
- 3-5 years of experience working with organizational programs, leading multi-functional teams and managing projects
- Knowledge of WSIB Incentive Program processes and WSPS consulting and training programs
- Strong relationship building skills and business acumen; excellent interpersonal skills and the ability to work collaboratively with staff at all organizational levels
- Ability to organize and prioritize a varied workload, including managing several projects simultaneously
- Ability to negotiate, foster cooperation, and build consensus in order to influence decision making
- Excellent time management skills with the ability to adapt to changing project priorities, scope and timelines
- Proven interpersonal and relationship management skills to effectively interact, build and nurture working relationships with colleagues and system partners
- Resourceful with the ability to identify and resolve challenges both autonomously and collaboratively
- Valid Ontario's driver license

### **Preferred:**

- Certificate or Diploma in Occupational Health & Safety or related discipline from a Community College and/or equivalent combination of education and experience.
- CRSP designation
- 5+ years' work experience

### **Additional Requirements:**

- 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.

## **APPLICANT INFORMATION**

**Deadline for Application: Monday, October 3, 2022 @ 11:59 PM EST**

**Applications are to be forwarded to Human Resources at: [careers@wsps.ca](mailto: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