

## **EMPLOYMENT OPPORTUNITY NOTICE EO16-404**

### **THE CITY OF GREATER SUDBURY**

**requires a**

### **HEALTH AND SAFETY ADVISOR REPORTING LOCATION: FROBISHER DEPOT**

#### **CONTRACT POSITION**

**ESTIMATED PROBABLE DURATION: UP TO THREE (3) YEARS  
70 HOURS BI-WEEKLY**

#### **START DATE TO FOLLOW SELECTION PROCESS**

The Organizational Development, Safety and Wellness Division, Human Resources and Organizational Development Department of the City of Greater Sudbury, requires a Health and Safety Advisor. The successful candidate must possess the qualifications and perform the duties, as set out below. The current range of pay for this position is \$2,666.80 to \$3,139.79 bi-weekly (subject to review).

#### **QUALIFICATIONS:**

##### **EDUCATION AND TRAINING:**

Community College diploma in a related discipline from a recognized Community College with Canadian accreditation.

Possession of a Certificate in Occupational Health and Safety from a post-secondary institution considered an asset.

Additional education initiatives to update and expand competencies

##### **EXPERIENCE:**

Minimum of two (2) years of experience in Operations and Construction environment; some previous experience in health and safety and training; demonstrated interest in Health and Safety administration and Human Resources management, preferably in a large unionized organization.

##### **KNOWLEDGE OF:**

A sound working knowledge and understanding of the *Occupational Health and Safety Act* and Regulations and other related legislation (*Highway Traffic Act* and Ontario Traffic Manual, *Technical Standards and Safety Act*, etc.).

Standards and best practices within areas of responsibility.

Horizontal linkages to other relevant governmental levels and services as well as the Private Sector.

Demonstrate ability related to microcomputer software and administrative systems in a Windows environment (e.g. file maintenance, word processing, spreadsheet applications, presentation software, information input and retrieval).

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200 Brady Street  
Sudbury ON P3A 5P3

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705.673.3094 (Fax)

[www.greatersudbury.ca](http://www.greatersudbury.ca)  
[www.grandsudbury.ca](http://www.grandsudbury.ca)

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**ABILITIES TO:**

Effectively liaise with Employees and Supervision, Joint Health and Safety Committees, and various community partners to bring about compliance with Health and Safety, and the advancement of safe work practices.

Create and respond appropriately to a continuous learning environment.

Research topics and provide basic statistical analysis.

Demonstrate conflict resolution skills.

Demonstrate exceptional verbal, written and presentation skills.

Demonstrate excellent analytical, organizational, research and report writing skills.

Exceptional problem-solving abilities to develop creative solutions to barriers and/or problems.

Work independently plus as part of a team.

**PERSONAL SUITABILITY:**

Mental and physical fitness to perform essential job functions.

**LANGUAGE:**

Excellent use of English; verbally and in writing.

French verbal and written skills an asset.

**OTHER:**

May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, possess a valid driver's licence, have an acceptable driving record, and personal insurance coverage.

**MAIN FUNCTION:** Working as part of the Health and Safety, Rehabilitation and Wellness team, provide proactive accident prevention strategies, assist with the Health and Safety Education program, ensure legislative compliance and to promote a safe and healthy working environment within Infrastructure Services Department (ISD).

**DUTIES:** UNDER THE GENERAL SUPERVISION OF THE CO-ORDINATOR OF ORGANIZATIONAL DEVELOPMENT, SAFETY AND WELLNESS AND DAY-TO-DAY DIRECTION OF THE HEALTH AND SAFETY OFFICER:

1. Develop and co-ordinate proactive accident prevention strategies and health and safety programs/initiatives that meet legislative requirements and promote a safe workplace.
2. Develop Safe Work/Safe Operating Procedures in conjunction with front line supervision as required.
3. Develop, organize and/or deliver training sessions on Health and Safety, Wellness and other related topics to ensure targeted programming to meet specific needs of ISD.
4. Provide advice and guidance to sections within ISD on the Health and Safety Program including Health and Safety Policies and Procedures, responsibilities under *Occupational Health and Safety Act* and due diligence.
5. Support line management to investigate incidents/accidents and occupational health and safety issues, ensuring recommendations, policies and procedures are followed as required.
6. Assist front-line supervisors with on-site inspections and audits to monitor compliance with health and safety rules and regulations.
7. Advise Supervisors regarding health and safety issues, rules and regulations and ensure that corrective action and follow up is carried out.
8. Develop & publish key performance indicators and provide regular reports to division and departmental management regarding program activity and issues in their area of jurisdiction.
9. In co-operation with the Health and Safety Officer and Facilitators, analyze occupational health and safety issues; identify trends and areas of concern. Develop and recommend appropriate programs or policies which must be identified and documented in an annual Action Plan.
10. Monitor and track health and safety training for compliance with internal training matrices and regulatory requirements.
11. Support Health and Safety Officer with Joint Health and Safety Committee function as required.
12. Must be "On-Call" for immediate investigation of any critical injuries or fatalities as required.
13. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
14. Perform other related duties as required.

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**LEADERSHIP COMPETENCIES:**

**Tactical Coordination and Direction- Non Supervisory (I)**

Competency	Competency Definition	Level	Level Definition
<b>Shaping the Future</b>			
Innovation	Take a creative approach to problems or issues, “think outside the box”, go beyond the conventional, and explore creative uses of resources.	3	Proposes innovative ideas
Judgment and Decision Making	Make sound decisions involving varied levels of complexity, ambiguity and risk.	2	Assimilates and interprets data to make competing decisions
<b>Delivering Business Results</b>			
Collaboration	Work and communicate collaboratively within City of Greater Sudbury to create alignment within and across teams and groups.	3	Collaborates beyond one’s area
Customer/Citizen Focus	The desire to work closely with internal and external customers to meet and exceed their expectations.	2	Addresses underlying customer/stakeholder needs
Impact & Influence	Persuade, convince, influence or gain the commitment of others to get them to accept a point of view, adopt a specific direction, commit to an idea, or take a course of action.	2	Adapts actions or words to persuade
Organizational Awareness	Learn and understand the key relationships, diverse interest groups and power bases within one’s own and other organizations.	2	Understands and uses formal structures/networks
Planning, Coordination & Execution	Plan and coordinate work to achieve desired results on a consistent basis.	3	Coordinates activities involving others within one’s team
<b>Enhancing Personal Effectiveness</b>			
Commitment to Continuous Learning	Continuously develop and enhance one’s own and others’ personal and professional skills, knowledge and abilities.	4	Models a learning orientation
Flexibility/Adaptability	Adapt and work effectively within a variety of situations, and with various individuals or groups.	2	Applies rules flexibly
Interpersonal Communication	Communicate effectively by reflecting on verbal and non-verbal behaviour, being attuned to the needs, perspectives and sensitivities of others and acting with them in mind.	3	Effectively uses empathy
Managerial Courage/Integrity	Acting with integrity, ensuring one’s actions are consistent with City of Greater Sudbury’s values and expectations.	2	Is publicly candid with the team, acting with integrity consistent with one’s beliefs
Leadership Presence	Develop and maintain a sense of presence and emotional maturity and have an inner confidence that one can succeed and overcome obstacles.	3	Demonstrates personal courage

For more information on leadership competencies, please refer to our website: [www.greatersudbury.ca/jobs](http://www.greatersudbury.ca/jobs)

Qualified candidates should submit their résumé in confidence by **FRIDAY, SEPTEMBER 9TH, 2016 at 4:30 PM to: Citizen Service Centre, The City of Greater Sudbury, PO Box 5000, Station A, 200 Brady Street, Sudbury, Ontario, P3A 5P3, Facsimile number: 705-673-7219 or by e-mail to: [hrjobs@greatersudbury.ca](mailto:hrjobs@greatersudbury.ca)** Any application received after this deadline will not be considered. Please reference the Employment Opportunity number (**EO16-404**) on your resume.

The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and welcomes submissions from all qualified applicants.

Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process, you must advise the Hiring Manager.