

Update

Ministry

Jobs, Economy Trade and Immigration

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Current Class

Job Focus

Operations/Program

Supervisory Level

01 - Yes Supervisory

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

SFHW/OHSPS/Partnerships in Injury Reduction

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Changes Since Last Reviewed

Date yyyy-mm-dd

2024-9-25

Responsibilities Added:

Chair person of the Certifying Partner Group, New WCB Employer Program, two new Team Lead direct reports.

Responsibilities Removed:

Community Initiatives

Job Purpose and Organizational Context

Why the job exists:

The job is accountable for the ongoing credibility, relevance, growth, and governance of the Certificate of Recognition (COR) Program. This is accomplished through extensive quality assurance processes, development and maintenance of standards, chairmanship of the Certifying Partner (CP) Group, liaising with CEO/President level representatives from associations and large, influential employers in the

province, as well as the Workers' Compensation Board - Alberta (WCB), Labour Organizations and other government bodies. It is also responsible for the promotion of health and safety through programs such as The New WCB Employer Program and coordination of outreach efforts of various divisions within the department, and external stakeholders (JETJOC). To be effective the position must provide leadership and strategic direction for the planning and delivery of the COR program including the advancement of program changes, and obtaining stakeholder support/engagement/input. The position is also responsible for validating COR holders who are eligible for WCB premium rebates that total in excess of \$70 million dollars annually. It is important to note that COR is a pre-bid qualification for many employers in the province and they rely on its validation for their livelihood. Approximately 40% of the Alberta workforce is employed by a COR holder.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

The Director position is responsible for the development, implementation and revision of the Partnership Standards, which govern the operation of COR, program development, promotion, delivery, quality assurance, performance management and continuous improvement. A high degree of diplomacy is required as the Director acts as Chairperson of the CP Group and must obtain the agreement of ten diverse CPs to move program decisions forward. The COR program currently represents and impacts approximately 40 per cent of the Alberta insurable earnings (payroll) as reported to the WCB from over 10,000 employers who are COR certified.

The position is responsible for remedial action, including revocation of COR status which can have a detrimental effect on an employers ability to obtain work. These decisions have a direct and significant impact for provincial employers that require a COR to bid on work projects and for eligibility for substantial WCB premium rebates.

The position is also responsible for the New WCB Employer program which delivers information on OHS, COR and Employment Standards to new employers to assist them in successfully navigating important information leading to their success and adherence to OHS and ES legislation.

The Director leads a team of eleven Partnerships Consultants, Two Team Leads and three Administrative Staff.

Problem Solving

Typical problems solved:

Encourages employers to implement voluntary health and safety management systems while ensuring compliance with Partnership standards that assist to improve worker health and safety. This involves meeting with CPs to discuss changes and determining the best methods to gain agreement from multiple associations and employer groups. Determining the right balance of change and how to obtain agreement to move forward is critical. The incumbent must be a relationship builder, as coordinating supportive action from multiple groups and stakeholders is critical for success. Often engagement and agreement from internal stakeholders from Delivery is necessary.

Types of guidance available for problem solving:

Provides leadership and strategic direction in the planning and delivery of the program and services. Accountable to ensure consistent and appropriate implementation of Partnership Standards, Operational Policies and procedures. The position is responsible for Chairmanship of the CP Group and provides support to the Director of Strategic Evidence in Action in relation to the direction and activities of the Provincial Prevention Group.

Direct or indirect impacts of decisions:

Decisions have an impact on over 40% of the Alberta payroll and workers. Accessibility to the COR program can directly impact the livelihood of these employers and workers, and continuing to increase participation in the program will improve safety on Alberta worksites. Decisions that are not accepted by industry can lead to a drop in program participation. Appropriate action with COR holders who have experienced fatalities, serious injuries, serious incidents, multiple stop work orders due to imminent danger must be taken in a fair and equitable manner. If major stakeholders disagree with decisions made it can result in

complaints to the Deputy or Minister. When quality assurance audits are performed on CPs and remedial action is required, decisions must be fair and equitable regarding the steps to be taken by the department and situations where a CP does not agree with the actions to be taken.

Key Relationships

Major stakeholders and purpose of interactions:

Works with the WCB, 10 Certifying Partners, health and safety associations, industry associations, organized labour, provincial and federal government bodies, and large influential employers in Alberta.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other		Other

If other, specify:

Education in various disciplines is acceptable with appropriate experience

Job-specific experience, technical competencies, certification and/or training:

Post secondary education in a related area (degree or diploma) supplemented by extensive related management experience preferably within a health and safety focused environment and quality assurance. Experience working with and gaining cooperation from stakeholders and CEO/President levels within organizations is also an extremely valuable asset for this position. Excellent supervisory/team building experience is required with two Team Lead positions reporting directly to the Director, and eleven Consultants and three administration positions filling out the team.

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Develop Self and Others	☐	☐	☒	☐	☐	Plans according to career goals and regular development: - Aligns personal goals with career goals - Leverages strengths; attempts stretch goals - Provides feedback and openly discusses team performance - Values team diversity, and supports personal development	Actively work with team members to empower them in identification of talent and building of skills within themselves and promotes key learning and experiential opportunities for ongoing professional development of staff. Accountable for setting a tone that builds a cohesive team , and enhances and develops competencies through active coaching, mentoring, skill development, scenarios and constructive and timely feedback.
Systems Thinking	☐	☐	☒	☐	☐	Takes a long-term view towards organization's objectives and how to achieve them: - Takes holistic long-term view of challenges and opportunities - Anticipates outcomes and potential impacts, seeks stakeholder	Develop key external and internal relationships, receives buy-in from provincial stakeholders, continues to grow and capture a larger percentage of the provincial payroll. Maintains relationships

		perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration	with the CPs, safety associations, and large influential employers, as well as other provincial and inter-jurisdictional government departments/bodies.
Drive for Results	○ ● ○ ○ ○	Works to exceed goals and partner with others to achieve objectives: • Plans based on past experience • Holds self and others responsible for results • Partners with groups to achieve outcomes • Aims to exceed expectations	Represents the COR program at annual general meetings and other functions as requested. Conducts employer visits, organizes meetings to bring stakeholders with varying program points of view to reach consensus on resolutions and outcomes. Cultivates positive productive relationships geared to highlight and improve the internal responsibility system and health and safety management systems with employers, industry and safety associations, unions, workers, and WCB to further the health and safety systems at Alberta work-sites. ++
Creative Problem Solving	○ ● ○ ○ ○	Focuses on continuous improvement and increasing breadth of insight: • Asks questions to understand a problem • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices	Engages in intra departmental collaborative efforts geared at improving OHS Code and Regulations, addresses queries and issues forwarded by external groups. Communicates department decisions and to clients on specific concerns and on broader issues.

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)