

TITLE: OCCUPATIONAL HEALTH AND SAFETY CONSULTANT**CLASSIFICATION: HUMAN RELATIONS 2****ORGANIZATIONAL CONTEXT**

The Public Service Commission (PSC) provides human resources (HR) services to the Government of Alberta (GOA). It leads the development, implementation, and maintenance of policies and programs that ensure Alberta has a professional, non-partisan, diverse, inclusive public service that proudly service Albertans. This is achieved by providing expert advice, strategic leadership, and stewardship as well as developing and delivering innovative supports and services to Alberta Public Service (APS) employees.

In alignment with the APS *One-government. One-employer. One-HR.* vision, the HR frameworks and business excellence services encompass an array of HR functions to foster an agile, productive and engaged APS to service Alberta today and into the future. HR functions range from Talent Acquisition and Mobility, Classification, Compensation and Benefits, Employee Relations to Organizational Effectiveness, Leadership and Learning, Workforce Planning and Analytics, Wellness, Health and Safety/Occupational Health and Safety, and Strategic Policy. In addition, PSC is responsible for leading a coordinated approach to APS internal communications, designing and managing the GOA Jobs Website, and promoting a consistent approach to public agency governance, recruitment and compensation.

JOB OVERVIEW

The Occupational Health and Safety Consultant (OHSC) role is a full working level position providing a depth and breadth of knowledge in occupational wellness, health and safety. This role provides advice and guidance to clients on a diverse number of related wellness, health and safety (WHS) items and applies technical methodologies/concepts and principles to their work. This role provides independent decision making on a variety of WHS related services and manages day-to-day Occupational Health and Safety (OHS) related issues for their assigned client group. The role provides feedback support policy / program development and implements programs across client groups. This role coordinates and directs moderately complex projects and works closely with client leadership on resolution of moderately complex health and safety issues.

This role will provide advice and support to a diverse client group both across a ministry and in some circumstances across multiple ministries. This includes OHS Legislation/Program and related OHS learning and development, Psychological Health and Safety CSA standards and Program and related learning and development, wellness related items, (e.g.: Peer support program, specialized program related items such as WCB, Duty to Accommodate and Return to Work processes and policy development and policy interpretation for WHS programs and services). This role will provide alternative options or recommendations as it relates to program/policy development and internal continuous improvement processes. This role will participate or lead elements of cross ministry or cross Portfolio Director (PD) Team work and will review complex related ministry data and assist clients with recommendations on creating a healthy and safe work environment. This role will support their PD team members and work across teams and centres including with WHS and disability management staff to achieve outcomes and goals.

This role requires a general understanding of HR functions – including, but not limited to, talent acquisition, job evaluation, HR planning, training and development, employee relations issues and activities, Policy and Program Development, WCB Legislation, duty to accommodate and return to work processes, OHS Legislation and Programs and Psychological Health and Safety CSA Standards and/or Programs.

ACCOUNTABILITIES

1. This role will be responsible for supporting workplaces implementing all elements and continuous improvement of the Government of Alberta's Wellness Health and Safety Program, Psychological Health and Safety Program, Operations, wellness initiatives, and claims management.
2. This role has a breadth and depth knowledge to provide advice and interpretation on legislation and programs related to OHS, WCB, CSA standards for Psychological Safety, Wellness strategies.
 - This role has an in-depth understanding of the OHS program and elements, how the OHS legislation impacts the PSC WHS program, and Psychological Health and Safety Program, CSA standards, specialized programs such as WCB, duty to accommodate and return to work.
 - This role assists with program development and management, and development of strategies working as part of the PD Team around the implementation of OHS and Psychological Health and Safety programs and work. (e.g. duty to accommodate / respectful workplace).
3. The OHSC is involved in contributing to the evaluation techniques and methodologies in ensuring OHS and Psychological health and safety programs are meeting the needs of the GoA.
4. This role has experience in conducting inspections in diverse environments and may be involved in supporting special projects based on best practice research in related OHS areas. (e.g. fatality inquiries, radon, and other high hazard ministry environments.)
5. This role provides leadership and/or assists in serious incidents upon request by department managers and review feedback on incident completeness and quality.
6. This role assists the ministry in the implementation of their OHS program and needs, including items such as auditing coordination, OHS committee requirements and has a working level understanding of hazard assessment.
7. This role provides input into ministry psychological health and wellness to support the implementation of a healthy and safe work environment.
8. This role provides facilitation and training as a subject matter expert, can provide presentations to executive teams or senior leaders as required and to all levels of staff within the GoA.
9. The OHSC provides support in building a preventative/proactive approach to psychological health and safety, wellness, claims management and the GoA OHS Program.
10. This role plays a coordination role in the GoA duty to accommodate, consults with other centres on medical management issues and services available, creates and distributes data reporting and analytics Supporting data integrity and analysis, and responds to client requests. They build communication strategies in relation to programs and branch operations; respond to service requirements and/or requests associated with third party providers, and coordinates delivery of training associated to programs and branch operations.

JOB REQUIREMENTS (EDUCATION AND TECHNICAL EXPERIENCE)

- This role requires post secondary education in an HR function.
- Preference is given to those with OHS legislation knowledge, OHS program development and Management, and / or Psychological Health and Safety knowledge or experience in working and implementing the CSA standards.
- 3-5 years of experience is required.

BEHAVIOURAL COMPETENCIES

- Leadership skills
- Ability to work in ambiguous environments
- Ability to lead large or complex projects across government
- Ability to understand client needs in relation to OHS related issues
- Ability to interpret legislation, policies and directives
- Research and analysis skills
- Program implementation and management
- Writing (e.g. reports, detailed AR material, updates, briefings, policy, etc.)
- Data management and analysis
- Ability to present and influence senior leadership
- Political acumen
- Facilitation
- Communication / presentation skills
- Agility
- Client focused / service oriented
- Attention to detail