

Public (when completed)

Common Government

Ministry

Jobs, Economy, Trade and Immigration

**Describe: Basic Job Details**

Position Name (200 character maximum)

Technical Advisor

Current Class

Stds Safety and Compliance 6

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

**Organizational Structure**

Division, Branch/Unit

OHSPD- Investigations-IRU

## Job Purpose and Organizational Context

Why the job exists:

As a member of a multi-disciplinary Occupational Health & Safety (OHS) Team, the incumbent provides technical advice to team members in respect to *Occupational Health and Safety Act* (OHS Act), Regulations and Code application and interpretation. The Technical Advisor is a senior level resource to Occupational Health and Safety Lead Investigators/Officers, providing advice on technical aspects of OHS Regulatory compliance and field level coaching. Field level coaching involves mentoring Officers for correct identification of compliance/contraventions and recognizing the minimum required standards for compliance with the OHS Act, Regulation and Code. The incumbent will coach OHS Officer's on the Operational Procedures for inspection/investigation of work site issues, discussion with employers/workers regarding their responsibility under the OHS Act and the methodology of effective intervention when compliance is not evidenced at work sites. Additionally, the technical advisor will work with OHS Officers to familiarize them with all aspects of the OHS information system. Reporting to the Manager, Compliance programs, the Technical advisor will be assigned to the lead or participate in provincial teams providing technical advice in their areas of expertise to complete branch project priorities (i.e. Provincial Training Team). The Technical advisor will provide consultation and expertise in the development of industry specific strategies/plans to facilitate industry sector progress to address health and safety compliance issues. Engaging external clients in discussion to achieve compliance will also be an important role for the incumbent. The Technical advisor will support the development of Operational Procedures and provide feedback on industry practices, concerns and issues as they relate to officers activity in the field. Technical advisors may be required to liaise with policy and legislative units and other internal branches to build better field practices.

## Responsibilities

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

### 1. Provide Technical Advice

- Take a lead role in conducting complex work site inspections and investigations requiring advanced skill and technical knowledge in the recognition of hazards, evaluation of these in relation to minimum required standards in the OHS Act, regulations and code, and the controls of these health and safety hazards.
- Provide expert advice and consultation to other branches of Safe, Fair and Healthy Workplaces regarding the application of the OHS Act, Regulations and Code.
- Provide advice and direction to OHS Officers on the operational process and procedure, methods of addressing health and safety complaints and disciplinary action complaints.
- Provide technical advice and assistance to managers, OHS Officers, other divisional personnel and clients regarding health and safety matters; including incident prevention, hazard assessment, chemical/biological/physical hazard identification, industry specific hazards and their specific controls.
- Coordinate and provide procedural and technical advice to OHS Officers concerning appeals to the Occupational Health and Safety Council.
- Analyse and provide technical opinions and advice in the review process of branch operational procedures.
- Advise Manager(s) of any politically sensitive issues/incidents that impact Occupational Health and Safety Compliance.

### 2. Quality Assurance

- Provide advice/expertise to OHS Officers in respect to delivery of high quality inspections and reports that provide clear specific details regarding the observations and findings during those inspections.
- Review the quality of orders and tickets issued.
- Review OHS officer referrals related to pursuance of an administrative penalty, relative to Operational Procedures and specific violations under the OHS Act, Regulations and Code.
- Inform Manager of issues pertaining to timely response of work assigned.
- Develop and implement an effective quality assurance plan in conjunction with the manager for all employees, involving data collection, analysis and appropriate performance indicators.
- Perform quality assurance checks related to inspections and investigations information documented to files as directed by the Manager.
- Provide feedback to Manager regarding OHS Officers technical capacity and capability in the completion of their fieldwork.
- Provides input and advice in the development and implementation of procedures that improve quality of

inspections and consistency of inspections.

- Lead /participate in initiatives for continuous improvement of inspection/investigation systems and processes.

### **3. Staff Coaching and Training**

- Promotes staff development and transfer of knowledge by cross training, coaching and guiding the activities of OHS Officers.
- Collaborate and make suggestions to the manager to develop comprehensive learning plans with specific measures for achieving elements of the plan.
- Coordinates the training activities for OHS Officers to meet goals set out in development plan.
- Participates where required in the preparation and delivery of training for new OHS Officers in the OHS Act, regulations and Code and Operational Procedures.
- Assist with ongoing review and evaluation of training material and technical learning modules being provided to staff.
- Work with Management to develop, coordinate and maintain training records to ensure officer competency is achieved in all desired areas.

### **4. Coordinate Work Distribution**

- Coach OHS Officers in the accurate identification the industry specific health and safety violation relative to the OHS Act, Regulation and Code, documentation of observations in the field and methods of obtaining compliance to minimum health and safety regulated standards.
- Provide specific constructive feedback to Manager regarding Officers work site inspections or service request follow-up.
- Coach OHS Officers on the most appropriate handling of delicate or sensitive issues and advise the Manager where intervening may be required.

### **5. Conduct Work Site Inspections and Investigations**

- Determine if the Employer has reviewed their work process for hazards and have eliminated or controlled the identified hazards.
- Perform a walkthrough of the work site to determine existence of health and safety hazards and to determine if these are being controlled.
- Observe and document the identified health and safety hazards. Discuss with the employer the hierarchy of controls that may be applicable for the hazards presented at the work site in order to meet minimum legislated standards.
- Obtain input from workers and employer representatives about the general health and safety status in the work environment.
- Determine if adequate health and safety procedures are present at the work site to address the identified hazards.
- Conduct an initial analysis of physical (example: noise and lighting) and chemical (example: vapours, gases and dust) hazards at the work site.
- Where required issue documentation (orders, stop work orders, stop use orders, notice to produce) in accordance with Operational procedures.
- Refer to OH&S Compliance Policy to select the most appropriate compliance tool in accordance with the operational procedures.
- When contraventions of the OHS Act, Regulations and Code are observed issue orders, stop work or use orders, issue tickets or make a referral for consideration of an administrative penalty to motivate employers and workers into compliance with this legislation.
- Follow up re inspections to achieve compliance with OHS Act, Regulation and Code.
- Participate in the appeal process of an order where required.
- Maintain contact and support Officer with necessary resources to conduct investigation.
- Coach to achieve investigations conducted in accordance with Operating procedures and Compliance policy.
- Appear as a witness in a court of law, as required by the *Provincial Offences Procedures Act* (ticketing processes).

### **6. Relationship Development & Relationship Management**

- Build productive and positive working relations with business industry and employee group to aid in achieving compliance to all minimum legislated OHS standards and to promote best health and safety practices.
- Build and cultivate positive and productive internal working relations with colleagues and management team focused on achieving branch outcomes.

- Work with other internal and external; stakeholders in areas impacting province-wide programs and initiatives.
- Collaborate with other OH&S staff, other divisions of Safe, Fair and Healthy Workplaces and other government departments to achieve safe work sites.
- Encourage non-compliant employers/employees to meet obligations to comply with minimum legislated standards under the OHS act, regulation and Code.
- Recognize potentially volatile situations that may escalate and employ conflict management skills to diffuse these situations.
- Generate discussions with employers to help their development of safety solutions to site specific health and safety concerns identified.

Take part in the operational planning process as requested, co-ordinate work distribution, implement programs and identify critical successes or barriers to meeting goals.

### Problem Solving

Typical problems solved:

- Advising and supporting investigation team with specialized investigations and prosecutions functions
- Relational complexities
- Conflict management
- Highly emotional situations related to serious injuries and deaths
- Complex and technical issues relating to investigations
- Creative approaches to investigations, prosecutions and sentencing
- Analysis of data to inform emerging trends

Types of guidance available for problem solving:

#### Policy, legislation and operating procedures

- jurisdictional scans
- Supervisor support
- Human Resources support
- Legal support/advice
- Administrative support
- Training

Direct or indirect impacts of decisions:

#### Integrity of OHS investigations into serious injury or fatality incidents

- Legal implications
- Employee relations
- Legislative impacts
- Process/procedure improvement

### Key Relationships

Major stakeholders and purpose of interactions:

- Manager (supervisor) - issues, trends, projects, OP's, data analysis
- Team of technical and administrative professionals - OP's, resource guide development, QA/QC, SME's
- Crown Prosecutors - Sentencing options, process impacted by case outcomes, case files
- Next of Kin - support complex engagements to discuss process and outcomes
- Victims of serious incidents - support complex engagements to discuss process and outcomes
- Jurisdictional counterparts - inform, knowledge of MOU's and or ISA's
- Employers/legal - complex investigation technical support
- Investigators and Investigation Specialists, OHS Officers - legislative support, drafting scope of work, review CR's etc. for accuracy, case file QA/QC

### Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation

If other, specify:

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

### 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		
Creative Problem Solving	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Engages the community and resources at hand to address issues:</p> <ul style="list-style-type: none"> <li>Engages perspective to seek root causes</li> <li>Finds ways to improve complex systems</li> <li>Employs resources from other areas to solve problems</li> <li>Engages others and encourages debate and idea generation to solve problems while addressing risks</li> </ul>	<p>This position requires the ability to work independently and lead others to employ creative solutions in order to achieve desired outcomes.</p>
Develop Networks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Leverages relationships to build input and perspective:</p> <ul style="list-style-type: none"> <li>Looks broadly to engage stakeholders</li> <li>Open to perspectives towards long-term goals</li> <li>Actively seeks input into change initiatives</li> <li>Maintains stakeholder relationships</li> </ul>	<p>This position inspires the team to work collaboratively, ensuring learnings from prosecutions are shared and emerging trends are identified for prevention of future serious incidents.</p>
Agility	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>Identifies alternative approaches and supports others to do the same</li> <li>Proactively explains impact of changes</li> <li>Anticipates and mitigates emotions of others</li> <li>Anticipates obstacles and stays focused on goals</li> <li>Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	<p>This position continually performs environmental scans to ensure best practices in creative sentencing and victim management are being implemented. The position also pivots continually to accommodate highly sensitive issues.</p>

Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> <li>• Encourages broad thinking on projects, and works to eliminate barriers to progress</li> <li>• Facilitates communication and collaboration</li> <li>• Anticipates and reduces conflict at the outset</li> <li>• Credits others and gets talent recognized</li> <li>• Promotes collaboration and commitment</li> </ul>	<p>This position inspires the team to work collaboratively, ensuring learnings from prosecutions are shared and emerging trends are identified for prevention of future serious incidents.</p>
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> <li>• Aligns personal goals with career goals</li> <li>• Leverages strengths; attempts stretch goals</li> <li>• Provides feedback and openly discusses team performance</li> <li>• Values team diversity, and supports personal development</li> </ul>	<p>This position advises a team of investigators and specialists and is responsible for cross training to ensure capacity as well as opportunities for development exist. The position also supports complex and large scale incident investigations.</p>