

New

Ministry

Describe: Basic Job Details**Position**

Position ID

Position Name (30 characters)

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

 Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value**Job Purpose and Organizational Context**

Why the job exists:

As a member of a multi-disciplinary Occupational Health & Safety team, the Manager, Special Investigations (SIU) has oversight of and provides leadership and operational direction to a team of investigators responsible for specialized investigations including disciplinary action complaints (DAC), chronic and egregious non-compliance, human trafficking, report suppression and fraudulent reporting. the Manager also oversees the Investigation Resolution unit, responsible for liaison with Next of Kin and crown prosecutions, creative sentencing, enhanced regulatory supervision and all Review for Enforcement Action activities as well as assisting with development and delivery of training for the unit.

The Manager oversees a team of professional and technical staff who provide functional expertise for programs and services within OHS including resulting prosecutions for non incident related investigations. The manager builds collaborative relationships with a variety of internal and external contacts. The position provides advice and support to peer managers/directors in other functional areas to achieve common outcomes and ensure operational outcomes are optimized and realized. The Manager uses balanced judgment and global perspective to determine where and whom these relationships need to be initiated, supported, maintained, fostered and enhanced. The position works with stakeholders including other ministry staff, partnering ministries, business/industry representatives, safety associations, labour groups, RCMP/police departments, crown prosecutions, consultants, the Alberta Labour Relations Board, employers and workers.

Reporting to the Director, Investigations, the Manager monitors the workload of the Special Investigations Unit and fosters a culture of safety in Alberta, while ensuring compliance with worker health and safety as outlined in OHS legislation. The incumbent will develop and implement processes to monitor and improve the quality and consistency of investigations and resolutions and is accountable for all human resources and employee relations for the team.

Responsibilities

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

- 1. Provide leadership and coordination for all OHS special investigations, Disciplinary Action Complaints and Investigations resolutions in support of program and service delivery excellence.**
 - Lead a team of professional/technical staff in the delivery of OHS programs and services relating to all special investigations, disciplinary action complaints and investigation resolutions for the region and to deliver defined outcomes.
 - Develop, implement and evaluate performance measures for programs and services related to investigations.
 - Ensure consistent and appropriate implementation of operational procedures to ensure service and quality assurance standards are met.
 - Provide direction, leadership and support to the technical team and others to resolve compliance issues and implement the proper enforcement tool(s) to achieve successful outcomes with Alberta employers who demonstrate egregious or chronically poor compliance with OHS Act, Legislation and/or Code.
 - Support the Director in the delivery of quality investigation reports and provide input for recommendations forwarded to Alberta Justice regarding egregious and chronic non-compliance, report suppression and human trafficking.
 - Provide support and oversight of DAC investigations, hearing packages and appeals.
 - Provide direction, leadership and support to the Investigation Resolution Unit related to next of kin, creative sentencing, enhanced regulatory supervision and review for enforcement action activities as well as development and delivery of training for the unit.

- 2. Build OHS awareness through positive, purposeful communication to raise awareness of the activities and importance of OHS in the province.**
 - Responsible for all aspects of ensuring delivery of quality and consistent OHS education & promotion of OHS programs to ensure legislative standards are achieved, and compliance and enforcement actions that are appropriate to the situation and will achieve desired outcomes.
 - Promote the importance of developing and endorsing strong health and safety cultures.
 - Where relevant provide input to media and key messaging for communications team for optimum value in news releases, briefings, and educational media efforts to achieve desired outcomes

- 3. Lead investigations staff in support of OHS internal and external capacity for administrative and strategic excellence.**
 - Support investigations staff in reaching their full potential in order to deliver the best possible outcomes.
 - Actively work with investigations staff to empower them in identification of talent and building of skills and talents within the team and provide and promote key learning and experiential opportunities for ongoing professional development of staff.
 - Accountable for setting a tone that builds the provincial talent pool by enhancing and developing the competency of technical team through active coaching, mentoring, skill development scenarios and constructive & timely feedback.
 - Communicate strategic goals objectives and vision clearly to internal team members.
 - Completes formal performance reviews. Consults on performance with Director to ensure salary recommendations are consistent within branch.
 - Where appropriate to do so, communicates OHS goals, objective and desired outcomes to external stakeholders to build bridges that move Alberta employers towards adopting a culture of safety.
 - Engage staff and build culture that encourages, rewards and implements continuous improvements as well as embraces innovation.

- Demonstrates capacity to foresee issues that may arise and takes prudent actions to both prepare for and optimize opportunities and minimize potential obstacles to achieving outcomes
- Provide leadership and advice to the application and interpretation of relevant statutes and policies.

4. Allocate the appropriate resources and activities to ensure effective recruitment and retention of staff in support of OHS as an employer of choice.

- Identify skills and abilities of individual staff, identify areas of interest, capacity and competence to grow talent.
- Engage in principles of effective supervision, recognition, coaching and performance evaluation to reach our full potential.
- Assess capacities within the team and identify gaps and implement plans to further develop skills, competencies of the team.
- Actively coach, support and provide key developmental opportunities for OHS investigations staff to build and engage talent development, strengthen team dynamics, skills and capacities.
- Provide key input at regular meetings with Director regarding team strengths, areas requiring development/training and individuals who are high performers or who demonstrate high potential as well as those who are working to actively build skills and competencies.

Problem Solving

Typical problems solved:

- Leading and supporting a multi disciplinary team with special investigations, resolution of DACs and appeals received and investigation resolutions
- Relational complexities
- Supervisory/employee relations challenges
- Conflict management
- Highly emotional situations
- Complex and technical issues relating to OHS legislation

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:

- Case law/precedent setting
- Legal implications
- Employee relations
- Legislative impacts
- Process/procedure development and improvement

Key Relationships

Major stakeholders and purpose of interactions:

- Director (supervisor)
- Team of technical professionals
- Team Lead
- Technical Advisors
- Managers
- Employers
- Workers
- Alberta Labour Relations Board
- Ministry of Justice, specialized prosecutions

Required Education, Experience and Technical Competencies

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

If other, specify:

Related field, equivalencies to be considered

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

- Sound working knowledge and understanding of occupational health and safety legislation
- Program planning experience
- Sound knowledge and experience with investigations and adjudication
- Working knowledge of administrative procedures including budgeting and expenditure monitoring
- Understands how to strategically prioritize and manager issues
- Competent and experienced in employee relations
- Project management experience
- Experience and demonstrated competency in leadership, coaching and mentoring

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		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p>Takes a long-term view towards organization's objectives and how to achieve them:</p> <ul style="list-style-type: none"> • Takes holistic long-term view of challenges and opportunities • Anticipates outcomes and potential impacts, seeks stakeholder perspectives • Works towards actions and plans aligned with APS values • Works with others to identify areas for collaboration 	<p>This role will be responsible for several different areas of work, requiring an understanding of how the unit, branch, division and organization as a whole function.</p>
Agility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<p>Proactively incorporates change into processes:</p> <ul style="list-style-type: none"> • Creates opportunities for improvement • Is aware of and adapts to changing priorities • Remains objective under pressure and supports others to manage their emotions • Proactively explains impact of change on roles, and integrates change in existing work • Readily adapts plans and practices 	<p>This role is responsible for high conflict, high priority work and requires an ability to prioritize and shift gears regularly to meet operational needs.</p>

Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	<p>This is a new position and will require self motivation to implement and monitor processes, operating procedures and work service standards to successfully meet organizational goals and objectives.</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"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<p>This role will need to involve the team in creating process and procedures as well as evaluation tools. With continuous improvement in mind, the manager will encourage the team to work together to identify opportunities for internal and external collaboration.</p>
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	<p>Encourages development and integration of emerging methods:</p> <ul style="list-style-type: none"> • Shapes group learning for team development • Employs emerging methods towards goals • Creates a shared learning environment • Works with individuals to develop personal development plans 	<p>The manager will support the team through regular performance conversations and appraisals, providing coaching and mentorship to help identify and reach professional goals of team members.</p>

Benchmarks

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