

## New

Ministry

Public Service Commission

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

OHS Consultant

Requested Class

Human Relations Level 2

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

Labour Relations & OHS

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Human Relations Level 3

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

Reporting to an OHS Team Lead, the OHS Consultant is accountable for supporting the implementation, administration, and continual improvement of the Government of Alberta (GoA) OHS Program in alignment with legislative requirements and organizational priorities.

The Consultant works in collaboration with government departments, Human Resources (HR) and Employee Relations (ER) portfolio team members, and other OHS Consultants in the greater OHS community, ensuring the successful implementation and maintenance of the GoA OHS program. This role acts as a subject-matter-expert (SME), providing guidance, advice, and support regarding the application of OHS policy and program requirements.

#### Responsibilities

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

1. Provide operational support with respect to the development and implementation of the GoA OHS Program.
  - Provide OHS guidance, advice, and support to client areas in the development of OHS plans.

- Lead or support the development of OHS elements such as hazard assessments, practices, and procedures in consultation with client representatives and subject matter experts.
  - Support client areas through participation in inspections and incident investigations.
  - Lead or oversee investigations into Serious and Potentially Serious Incidents.
  - Provide coaching with respect to standard OHS requirements and processes.
  - Support client areas with OHS record filing, retention, and availability.
  - Assist development and delivery of training materials and program evaluation when needed.
2. Facilitate the establishment and operation of OHS Committees.
- Work with clients to identify appropriate OHS committee/representative structures.
  - Consult with the AUPE with respect to committee representation and member appointment.
  - Support OHS Committees and representatives in fulfilling their duties.
  - Facilitate communication between different committees and business areas for awareness of issues and standardized approaches to hazard control.
3. Assist with the collection and analysis of OHS metrics.
- Support client areas with incident reporting into 1GX.
  - Support the collection of leading indicators such as completed orientations, inspections, training, drills, etc.
  - Analyse data to identify trends and make recommendations for improvement when negative trends are identified.
  - Assist with the preparation of OHS performance reports to leadership.
  - Provide OHS statistical information to departmental leadership, OHS committees, and LRPP OHS.
4. Work and maintain professional relationships with other stakeholders.
- Works in collaboration with ER/OHS managers, leads, and consultants to ensure OHS program development and implementation is coordinated and aligned with parallel program areas.
  - Liaise with the AUPE on incident notification, committee establishment, and emerging issues.
  - Liaise with regulatory bodies (OHS officers, investigators) on Serious/Potentially Serious Incidents, Orders, Demands, and other regulatory actions.
  - Support the continual improvement of the GoA OHS Program through working with the Labour Relations, Policy and Programs (LRPP) OHS Team.
  - Participate in the OHS Community of Practice to support and learn from other OHS professionals in the GoA.
5. Monitor OHS program implementation for compliance and foster continual improvement.
- Monitor OHS program implementation against OHS plans and standards.
  - Provide or support periodic program evaluations against established standards using internal or approved external evaluation tools.
  - Develop action plans to address program implementation deficiencies.
  - Foster continual improvement and ongoing communication within the Department.
6. Maintain professional status, knowledge, and skills.

- Maintain professional designations.
- Keep abreast of changes in the industry best practices, legislation, and inter-jurisdictional approaches to creating a safe and healthy work environment.

## Problem Solving

Typical problems solved:

- Providing guidance, advice, and support to a large and complex organization with great diversity of people, work tasks, and hazards.
- Adapting to changes in legislation, organizational structure, and organizational priorities.
- Making time-sensitive decisions to respond in a timely manner to urgent matters related to incidents and data requests.
- Managing complex systems with multiple internal and external stakeholders involved.
- Interpreting large, complex datasets to identify trends, issues, and opportunities for improvement.
- Hold oneself accountable for meeting targets and goals.

Types of guidance available for problem solving:

- OHS professionals within the LRPP OHS team
- OHS community in the GoA at large
- OHS legislation, CSA standards, industry standards and best-practices
- Standard OHS resources (CCOHS, Partnerships in Injury Reduction, JET employer resources)
- ER/LR support for complex, multi-discipline issues
- WSP support within Department

Direct or indirect impacts of decisions:

Decisions and recommendations made by this role can have significant and wide-ranging impacts on GoA business and operations. OHS decisions and recommendations can affect any of the following:

- The health and safety of workers resulting in serious incidents and fatalities.
- Employer liability under the OHS Act, resulting in orders and other enforcement action.
- Financial loss and inefficiencies due to WCB claims, lost time, modified duty, long-term disability, and human resources issues.
- Operational effectiveness and downtime due to incidents, injuries, and illness
- The reputation of GoA as an employer due to serious incidents and fatalities.
- Union job action.

## Key Relationships

Major stakeholders and purpose of interactions:

- Periodic interaction with Divisional and Departmental Executive Leadership through provision of data summaries, plans, and strategies to implement/improve the OHS Program.

- Daily interaction with ER Team Leads and HRPB/Ds concerning emerging issues, guidance, advice, and support.
- Daily interaction with clients at all levels.
- Periodic interaction with external stakeholders, vendors, service providers with respect to the development, operation, and maintenance of OHS reporting systems.
- Periodic interaction with LRPP OHS, OHS Regulatory Officers/Investigators, and the AUPE concerning OHS incidents and investigations.
- Periodic interaction with other GoA Departments and stakeholders concerning research, information sharing, development of best practice.

**Required Education, Experience and Technical Competencies**

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

If other, specify:

Other major/focus includes but is not limited to business, HR, sciences, psychology, sociology

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

- Minimum requirements:**
- A degree in OHS or a related field and minimum of 2 years related experience; or equivalent.
  - Knowledge of OHS legislation, program development, implementation, and operation.
  - Superior written and verbal communication skills
  - Strong analytical and problem-solving skills
  - Proficiency with various Microsoft applications (Excel, Word, Outlook, Teams, PowerPoint, Microsoft Visio, Microsoft 365, SharePoint).
- Preferences:**
- OHS designation (CRSP, CRST, other applicable equivalent).
  - COR audit experience/certification.
  - Relevant technical experience and competency, such as incident investigation, inspections, program development or implementation, auditing, training.
- Equivalencies:**
- A related two-year diploma from a recognized post-secondary institution and four years related experience; or
  - A related one-year certificate from a recognized post-secondary institution and five years related experience.

**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"/>	Takes a long-term view towards organization's objectives and how to	This position operates within a safety management system that

		<p>achieve them:</p> <ul style="list-style-type: none"> <li>• Takes holistic long-term view of challenges and opportunities</li> <li>• Anticipates outcomes and potential impacts, seeks stakeholder perspectives</li> <li>• Works towards actions and plans aligned with APS values</li> <li>• Works with others to identify areas for collaboration</li> </ul>	<p>affects multiple business areas, operational readiness, and external stakeholders.</p> <p>Understanding how elements of OHS affect other systems and processes is a critical aspect of the role.</p>
Creative Problem Solving	○ ○ ● ○ ○	<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 is required to identify and address current and foreseeable OHS issues, and determine improvement strategies to ensure compliance.</p> <p>The dynamic, complex nature of the organization's work requires creative solutions that meet legislated and operational needs.</p>
Develop Networks	○ ○ ○ ● ○	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> <li>• Creates impactful relationships with the right people</li> <li>• Ensures needs of varying groups are represented</li> <li>• Goes beyond to meet stakeholder needs</li> <li>• Ensures all needs are heard and understood</li> </ul>	<p>This position is required work with multiple internal and external stakeholders on complex health and safety questions.</p> <p>A strong OHS network is essential to obtaining diverse perspectives and providing solutions that apply cross multiple departments.</p>
Agility	○ ○ ● ○ ○	<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</li> </ul>	<p>This role will manage tasks with defined criteria and timelines.</p> <p>Legislated timelines exist for COR audits, incident investigations, OHS plans, and regulatory reporting; therefore the ability to set and meet targets is a critical competency.</p> <p>Client and executive</p>

		goals <ul style="list-style-type: none"> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	needs will require rapid response and tight timelines which require a high degree of agility.
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Plans according to career goals and regular development: <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>	This position is responsible for supporting the implementation and operation of a corporate program, and therefore requires a high degree of interpersonal relationships and professional development.  Training and mentoring are critical aspects of this role.

**Benchmarks**

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

512HR04 - Workplace Health Consultant  
512HR03 - Human Resources Consultant

**Assign**

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name	Date yyyy-mm-dd	Employee Signature
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
ADM Name	Date yyyy-mm-dd	ADM Signature
DM Name	Date yyyy-mm-dd	DM Signature