

1375, boul. St. Laurent Blvd., Ottawa, ON K1G 0Z7

Tel./Tél. : (613) 237-1590 Fax/Télec. : (613) 237-5508 Toll free/Sans frais : (844) 237-1590

cupemail@cupe.ca/courriel@scfp.ca – cupe.ca/scfp.ca

POSTING #EXC-2202C

February 3, 2022

TEMPORARY BILINGUAL SENIOR ADVISOR OCCUPATIONAL HEALTH AND SAFETY (OHS) HUMAN RESOURCES DEPARTMENT

Applications are invited for the temporary bilingual position of Senior Advisor, Occupational Health and Safety (OHS) to work in the Human Resources Department at the National Office located in Ottawa, Ontario. This assignment will begin in April 2022 and is expected to continue for a period of nine (9) months.

GENERAL FUNCTION

Reporting to the Managing Director, Human Resources, the incumbent is responsible for planning, developing and managing the delivery of OHS advice and services which include: review of policies and programs; development, implementation and delivery of procedures and training; investigation of incidents, hazards and complaints.

Although this position has no formal supervisory responsibilities, the incumbent does provide functional direction and guidance to administrative support staff as part of the projects and activities that fall under their responsibility.

The incumbent also works closely with Labour Relations staff.

DUTIES AND RESPONSIBILITIES

- Plan, organize and manage the delivery of OHS advisory services by determining priorities, setting the agenda, planning, and assigning and coordinating special projects.
- Ensure that CUPE is in compliance with all relevant legislation.
- Maintain and ensure the integration and implementation of health and safety policies, programs, standards, and compliance plans.
- Research, develop and deliver awareness and education programs for CUPE managers and employees regarding OHS programs, policies, standards, and practices.
- Provide support and technical advice on OHS issues to managers, supervisors, and the Health and Safety Committees.

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MARK HANCOCK

National President/Président national

CANDACE RENNICK

National Secretary-Treasurer/Secrétaire-trésorière nationale

PATRICK GLOUTNEY, FRED HAHN, JUDY HENLEY, SHERRY HILLIER, LEE-ANN KALEN

General Vice-Presidents/Vice-présidences générales

- Analyze the data collected from investigations and risk assessments to determine the underlying or root causes.
- Prepare reports of findings and recommendations for short and long term solutions, required actions, mitigation measures and training.
- Advise managers, supervisors and employees about safe work practices, and safety standards and regulations.
- Recommend appropriate procedures and equipment for safety, and for compliance with relevant laws and regulations.
- Work collaboratively with internal and external partners to investigate, amongst others, emergencies, safety complaints, safety and environmental incidents, hazardous occurrences and work refusals.
- Carry out other related tasks, as they are assigned.

QUALIFICATIONS

- University degree with specialization in occupational health and safety and/or experience equivalent to that usually acquired by the degree;
- Recognized professional designation in safety or equivalent (i.e. Canadian Registered Safety Professional CRSP);
- Five to seven years of practical experience dealing with health and safety issues, ideally in a union environment;
- Thorough knowledge of Canadian occupational health and safety legislation, and current health and safety issues;
- Knowledge and experience in the application of federal and provincial health and safety legislation and regulations;
- General knowledge of:
 - CUPE's political and organizational structures;
 - data analysis management and research skills.
- Ability to:
 - communicate in both official languages at an above-average level, orally and in writing;
 - communicate effectively, respectfully and co-operatively;
 - build strong working relationships, provide organizational support and demonstrate leadership;
 - plan, organize and resolve problems in an effective manner;
 - manage projects while respecting budgets and deadlines;
 - preserve confidentiality;
 - negotiate and influence people;
 - work with a minimum of supervision in a high-pressure environment;
 - work with a high degree of accuracy;
 - use advanced Microsoft Office Suite and learn to use new software.

CONDITIONS OF EMPLOYMENT: this position is not covered by the current bargaining units of the union.

WEEKLY SALARY: \$ 2,185.62 (plus 7% bilingual bonus)

CUPE offers a significant benefits package including an excellent Extended Health and Dental Care Plan, prescription drugs, vision care, life insurance, long-term disability coverage and a monthly transportation allowance.

Persons interested should send their application and updated résumé to Human Resources Department at hr@cupe.ca, no later than **February 28, 2022**.

As part of its commitment to Employment Equity, CUPE encourages applications from qualified members of the five designated groups: women, Indigenous peoples, persons with disabilities, racialized people and LGBTQ2+ people. Accommodations are available on request for candidates taking part in all aspects of the selection process.