

IDENTIFICATION

Department	Position Title	
Workers' Safety and Compensation Commission	Deputy Chief Safety Officer	
Position Number(s)	Community(s)	Division/Region(s)
97-9900	Iqaluit	WSCC NU

PURPOSE OF THE POSITION

The Deputy Chief Safety Officer directly contributes to the WSCC’s vision, mission and values by promoting education, awareness, compliance and enforcement of worker Health and Safety legislation for NU and NT. This position is appointed in both Nunavut (NU) and the Northwest Territories (NT) under the *Safety Act* and *Explosives Act*.

The Deputy Chief Safety Officer provides leadership, direction and oversight of Occupational Health and Safety (OHS) programs and services in NU and NT and plays a key role in the implementation and development of the WSCC strategic priorities and objectives particularly those focusing on advancing the safety culture while delivering quality outcomes and services for NU and NT.

SCOPE

The Workers’ Safety and Compensation Commission is a Crown Corporation of the Governments of NU and NT, directed by a Governance Council through the President and CEO. The WSCC operates from headquarters in Yellowknife, and regional operation in Iqaluit. The WSCC promotes safe work places through education and prevention, and cares for injured workers through a system of no-fault compensation. The *Workers’ Compensation Acts of NU and NT* govern the system, funded through the collection of assessments from employers.

The WSCC is committed to an environment free of racism and discrimination, where people feel safe when receiving services. This can be achieved by respectful engagement that acknowledges the importance of cultural differences and values Cultural Safety.

The Deputy Chief Safety Officer operates in a complex environment serving remote and isolated communities with limited capacity and extreme weather conditions, short construction seasons and an economic environment that is rapidly growing; all these factors impact Occupation Health & Safety.

The Deputy Chief Safety Officer has accountability and authority for compliance with NU *Safety Acts, Mine Health & Safety Act, the Explosives Use Act* and their associated *Regulations* and other legislations administered by WSCC pertaining to worker health and safety.

Reporting to the Chief Safety Officer/Chief Mines Inspector, the Deputy Chief Safety Officer has the authority to hear and provide feedback during the appeal process from stakeholders who disagree with the direction or decision made by Safety Officers, to delegate the investigation of work refusals, and to advise on the implementation of Safety Committees within employers.

The Deputy Chief Safety Officer uses diplomacy and negotiations skills to guide employers and workers toward improving their Internal Responsibility System (IRS). The Deputy Chief Safety Officer must also make the decisions when the IRS is not working and acting to protect workers using regulatory authorities. The Deputy Chief Safety Officer holds authority and accountability, in accordance to and given by the *Acts and Regulations*. The Deputy Chief Safety Officer has a team of technical experts within Preventions Services and internal and external resources available to consult with to provide services.

The Deputy Chief Safety Officer supports the Chief Safety Officer/Chief Mines Inspector in monitoring the political, economic, sociological, technological, legal and environmental factors impacting OH&S in NU and NT and provides recommendations to the VP, WSCC NU and VP, WSCC NT when senior level action is required.

The Deputy Chief Safety Officer works closely with the Chief Safety Officer/Chief Mines Inspector to ensure consistent application of enforcement and harmonization of activates as required.

In accordance with the *Acts and Regulations* of NU, the Deputy Chief Safety Officer supervises Safety Officers and Contractors and is required to be available to answer critical questions or receive information about dangerous occurrences and fatalities and act when needed 24/7.

This position has a spending authority of \$10,000

Operating budget is as follows:

- Compensation & Benefits \$501,000
- Operations & Maintenance \$265,000

Direct Report:

- Safety Officers - 3
- Health and Safety Trainee - 2

RESPONSIBILITIES

1. Administers and enforces the *Safety Acts, the Explosives Use Act* and their associated *Regulations*.

- Accepts notification as outlined in the *Acts* and *Regulations* ensuring adherence to WSCC service standards;
- Recommends the appointment of Inspectors to carry out and enforce the provisions of the *NU and NT Acts and Regulations*;
- Receives initial information on appeals to inspector orders and work refusals under the *Acts and Regulations* and provides additional background knowledge to Chief Safety Officer / Mines Inspector to be able to make sound decisions;
- Reviews investigation reports conducted by Safety Officers and makes recommendations for prosecution to the Chief Safety Officer / Chief Mines Inspector and Crown Counsel;
- Develops work plans for the delivery of enforcement activities in alignment with legislation;
- Oversees Safety Officers activities; including issuing of direction, stop work orders and adjudicating work refusals;
- Ensures inspections are focused on industries and employers' operating at higher risk than the jurisdictional average and continually evaluates and refines inspections priorities;

2. Advances the safety culture by building alliances, professional relationships and partnerships within and external to the WSCC

- Supports the Mission, Vision and Values of the WSCC by providing services to those who need them on a priority basis;
- Works collaboratively as part of the WSCC leadership team to coordinate priority services initiatives which determine the priorities of the unit;
- Uses incident/injury trends, trend analysis, knowledge of OHS standards and feedback mechanisms to identify Priority Services that support the Strategic Plan;
- Recommends development and provides input into codes of practice; OH&S programs and services and communications strategies that meet the unique needs of stakeholders within NU.
- Liaises with Senior Management providing OHS expert advice.
- Represents the WSCC and interacts with Community & Territorial Leaders/Government's, Inuit Organizations, Regulatory Agencies, Labour Representatives and Stakeholders on OHS issues;
- Represents the WSCC on National Regulation setting bodies (e.g. Health Canada – AWCBC, CAALL-OSH) and standard setting agencies (Canadian Standards Council) and acts as a liaison with other regulatory agencies;
- Actively participates in a variety of activities to promote the WSCC's mission, vision, values, and safety culture;

3. Manages, directs and provides oversight for the NU Prevention Services Unit.

- Oversees the delivery of orientation and “Block” Training for all IQ Safety Officers and Health and Safety Trainees.
- Manages and provides direct supervision of day to day operation of the Nunavut Prevention Services unit;
- Serves in an acting capacity for the Chief Mines Inspector/Chief Safety Officer during times of absence;
- Prioritizes and directs inspection resources to where the risk is highest following the priority services initiatives;
- Develops and fosters an atmosphere of collaborative teamwork within the NU/NT Prevention unit and other WSCC units;
- Shares information with other areas of the organization to help make collaborative decisions that support WSCC goals and objectives;
- In consultation with the Chief Safety Officer / Chief Mines Inspector, develops and establishes overall objectives, performance measures, quality monitoring tools for the unit;
- Monitors, approves, and reports on all IQ Safety Officers and Health and Safety Trainee Travel Authorizations, and credit card transactions
- Establishes and delivers on divisional and strategic goals in collaboration with Prevention Services Leadership (including Chief Safety Officer/Chief Mines Inspector, Vice President, WSCC NU and WSCC NT);
- Manages the financial resources of the unit, including completing required budgetary submissions and monitoring activities such as variance management;
- Provides overall human resource management for the unit including managing staff performance, ensuring individual goals and objectives are stated and met, celebrating success and recruitment activities;
- Attendance management, approving leave requests and overtime;
- Approves travel for Safety Officers and TA’s as required;
- Works with Human Resources with employee discipline issues.

WORKING CONDITIONS

The incumbent will be required to be on call 24/7 to respond to Fatalities, Dangerous Occurrences or Incidents of a serious nature as well as being able to assist Officers while on duty travel.

Physical Demands

The incumbent typically works in the office environment but will be required to travel to Employer work sites and headquarter.

Required on field inspections; Inspections may require extensive walking, climbing and exposure to outside elements.

Frequency: Low

Duration: 4 to 8 hours

Intensity: High

Environmental Conditions

Workplace requirements may expose the incumbent to toxic gases, hazardous substances, extreme temperatures, and working at heights and in confined spaces.

Travel by small aircraft accesses sub-arctic regions is required.

Frequency: Low

Duration: 4 to 8 hours a day, 8-10 times per year.

Intensity: Very high

Sensory Demands

All senses are required during field operations. Poor judgement may be fatal to the individual and others. Fieldwork requires exposure to mechanical, electrical and toxic health hazards.

Frequency: Low

Duration: 4 to 8 hours, 8-10 times per year.

Intensity: Very high

Mental Demands

Decisions based on Legislation and industry best practices are made on a daily basis, and incorrect decisions could expose WSCC to liability and may prove fatal to workers. Constant pressures are evident through labor management relations, impact of decisions respecting variances to regulations, decisions on appeals and stop work orders. Courtroom, prosecution decisions and fatality investigations can be extremely stressful and may lead to extensive mental or emotional fatigue.

Required to be available to answer question or receive information about dangerous occurrence and fatalities and act when needed 24/7, which can interfere with family and social life.

Frequency: High

Duration: Constant

Intensity: High

KNOWLEDGE, SKILLS AND ABILITIES

- Proven management and leadership skills appropriate to managing a multi-skilled culturally diverse workforce.
- Demonstrated and progressive experience working in Occupational Health and Safety Environment.
- Progressive more senior and recent supervisory experience.
- Knowledge of industrial best practices and technology.
- Knowledge and understanding of regulatory enforcement and review processes, including inspections, investigations and prosecutions.
- Proven ability to analyze and resolve extremely complex and often conflicting issues.

- Proven interpersonal skills at the highest levels such as to deal with a diverse subordinate staff, colleagues, stakeholders and legal and political community.
- Demonstrated experience in an environment with constantly changing priorities and the ability to evaluate and make changes as necessary.
- Ability to analyze research and interpret legislation and standards as they apply to various industries and or work practices.
- Proven ability to think and manage strategically such is necessary to lead an organization in a context that is demanding, complex and ever changing.
- Proven ability to apply strategic, conceptual and analytical thinking to understand and resolve complex problems.
- Ability to work in a cross-cultural environment, with both internal and external stakeholders
- Ability to work within a multi-disciplinary team
- Excellent communications skills, both oral and written
- Strong abilities to work within teams and to build and maintain relationships with stakeholders, internal and externally
- General knowledge of accounting principles (for budgets and variance reporting).
- A valid class 5 driver's license is required.
- Canadian Registered Safety Professional (CRSP) designation is required.

Typically, the above qualifications would be attained by:

An Occupational Health and Safety degree or certification from a recognized institution and a Canadian Registered Safety Professional designation, with a minimum 5 years of progressive related industrial experience, and at least 3 years recent progressive management experience at a senior level.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

- French preferred

Indigenous language: To choose a language, click here.

- Required
- Preferred:

CERTIFICATION

Title: Deputy Chief Safety Officer

Position Number(s): 97-9900

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<p>_____ Supervisor Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<p>_____ Senior Manager</p>	<p>_____ Date</p>
<p>_____ President & CEO</p>	<p>_____ Date</p>
<p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	
<p>The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.</p>	

Reviewed by HR: _____