



HSE Commercial Specialist – Canada

Location: Quebec, Montreal

WSP is currently seeking a HSE Commercial Specialist, to provide support to WSP internal operations to primarily focus on prime contractor/constructor and high-risk project review HSE terms and conditions and HSE strategy during proposal and award phase to limit business HSE risks, liability and to prevent injuries.

Working in partnership with several WSP internal clients and resource function (ex. Project Manager, Project Directors, Legal team, HSE team...) the HSE Commercial Specialist is accountable for the effective development and implementation of the HSE review and approval process of selected projects.

This position has a national scope and will be reporting to the Senior Manager, HSE Key Client and Major Project Support .

This position will be time sensitive not to delay the awards of potential projects. This position will also support other various initiatives, as judged necessary.

Key responsibilities include (but not limited to):

- Review and approval of HSE high-risk projects RFP & proposal to ensure
 - HSE terms and conditions are limited to an acceptable business risk, provide clarifications or questions for project manager to bring-up to client.
 - Proper strategy and budget have been established to attainment of primary business goal, which is to prevent injuries.
- Establish effective communications with the different stakeholders.
- Develop and implement an efficient HSE review process to be integrated in new company softwares/platforms.
- Consultation and participation of internal clients to optimizing review and approval process within the 4 different sector's reality.
- Provide HSE coaching and mentoring, our internal client in HSE contract review and planning.
- Analysis, recommend solutions and provide follow-through.
- Perform a wide range of HSE duties related to development, administration, and implementation for the project's proposal, award phases and others in HSE department.
- Review related HSE documentation.
- Assist with implementation of HSE legal changes or through knowledge of industry best practices.

** This position may require some sites visits to better understand the most frequent project scope of work for our 4 main business sectors.*

COMPETENCIES, EXPERIENCE, SKILLS & ATTRIBUTES

- This position could appeal to an individual with education and experience in a variety of disciplines including HSE, Legal, Contracts Management, or Business Administration.
- Strong understanding of the different provincial regulations regarding prime contractor/constructor, employer duties and HSE regulations.
- Strong communication skills in English and French (written & verbal).
- Intermediate to senior experience level in construction or manufacturing industry.
- Excel in developing processes and having a strong understanding of project management in all phases.
- Knowledge of Canadian provinces OH&S Acts, regulations.
- Autonomy and self-motivated team player.
- Proficient computer skills and thorough understanding of Microsoft office suite.
- Experience in leading disciplinary and harassment investigation cases and provide recommendation.

Skills & Attributes

- Be internal customer focused.
- Be a change agent with strong grounded personality.
- Detail-oriented and can work under time pressure.
- Plans and aligns effective planning and organizing of work for setting appropriate priorities that aligns with WSP strategy.
- Ability to resolve complex technical issues with other disciplines.
- Proactively identifying improvement needs and making changes that result in better outcomes.
- Being flexible and adaptable by being continuously change-ready and adjusting approach and demeanour to match the shifting demands of different situations.
- Being accountable, transparent, and acting with integrity.

**The above statements are intended to describe the general nature and level of work required to perform this job. This job description is subject to change as the needs and requirements of the job evolves to adjust to the company strategic orientation.*