

Job Title: Specialist, Subcontractor Management

Job Family: Health, Safety and Security

Job Function: Health and Safety

Track and Level: Professional – P4

Reports to: Senior Manager, HSE Key Client and Major Project Support

Responsibilities/Accountabilities

- Collaborate and provide guidance to the Coordinator, Subcontractor Management in managing the compliance of subcontractors.
- Design and improve the subcontractor management program, including but not limited to safe work procedures and practices, training materials associated with this program based on inputs from participation in working groups of experts, industry representatives and specialists to design and improve the subcontractor qualification process.
- Conduct a technological watch on the management practices of subcontractors.
- Participate in the reviews carried out by the Opportunity Review Committee (ORC) and identify the possible HSE risks of an opportunity.
- Support the tendering department in the drafting of bids for items related to HSE.
- Ensures that WSP-qualified subcontractors comply with the HSE commitments made by WSP and its management, with a particular focus on critical risks.
- Oversee the databases used by our clients to qualify WSP, such as and without limitation: Avetta, Cognibox, Comply Works, Contractor Check, Contractor Compliance, ISNetwork, CQ Network, QC Solver, Entuitive
- Manages the Aviation program (e.g., SGS Hart audits) in coordination with TAV Team.
- Ensures that our clients' health, safety and environmental compliance requests are met and ensures that WSP's status is maintained.

Pre-requisites and Competencies (education, knowledge, and experience)

- Undergraduate degree in a related discipline (Engineering, OHS, Environment) (or equivalent combination of experience and education)
- Designation of Canadian Registered Safety Professional (CRSP) or equivalent, is an asset.
- Minimum 5 years of experience in an OHS position.
- Bilingual, strong communication skills in English and French (written & verbal) is preferred.
- Have expertise and knowledge in best-in-class contractor safety management programs, standards, processes, and requirements.
- Possess excellent communication skills, be able to write documents and present risk information that is targeted to the relevant audience.
- Knowledge of Canadian provincial OH&S Acts, regulations and industry best practices.
- Computer skills, especially in the use of office automation software such as Teams and Microsoft's Office Suite
- Team player and willingness to work in a constantly changing environment.

Decisions/Influences (which decisions does the incumbent own and which does the incumbent influence?)

- Makes independent decisions related to resources, approach, and tactical operations. Decision-making may include cross function collaboration (e.g., Ability to benchmark best practices across all fields of practice and integrate them into WSP Canada's processes and programs for improvement).
- Provides guidance and management advice that has a large impact on cost, efficiency, compliance, service, and quality (e.g., acts as a reference for HSE team members and Business Operations Leaders and Project Manager/Directors).
- Influences on HSE department objectives, resources, etc.

Deliverables & Key Performance Indicators:

- Reporting on measured metrics related to subcontractor HSE prequalification requirements
- Timely response to requests for client HSE prequalification requirements, including maintaining good standing in client prequalification database accounts.
- Critical programs development/updates
- Program implementation and effectiveness

Interactions with

- Business Operations Leaders (Regional SVP, Project Manager/Director, etc.), Professionals
- Corporate functions (e.g., Procurement, Legal, etc.)

Other

- Occasional travel within Canada to visit subcontractors used by WSP, internal and external clients in offices and project construction sites.
- The job description is intended to describe the general nature and level of work required to perform this job.
- As WSP business operations workload varies, the HSE Team assignments may also require flexibility to support the HSE Team, as necessary.
- This job description is subject to change as the needs and requirements of the job evolves to adjust to the company strategic orientation.

Who else should be reviewing this job description?

- Director & Deputy Vice President HSE Operations
- Vice-President Health, Safety and Environment