

The incumbent is responsible to research, recommend, develop and coordinate delivery of OHS education programs that align with WSCC's vision, mission, and values. The incumbent will work with stakeholders to develop educational plans that ensure workers compliance to legislation and make recommendations based on industry best practices. The Advisor is tasked with identifying OHS education gaps, developing programs and following through to implementation.

This position is responsible for directly influencing stakeholders to adopt effective education and training in OHS practices, procedures, techniques, compliance and industry best practices that support an OHS culture within NT/NU workplaces. This is achieved by developing effective partnerships and providing OHS education expertise and assistance to stakeholders.

RESPONSIBILITIES

1. Curriculum, program and resource development in OHS education for vulnerable workers.

- Research, analyze and identify current trends for education of vulnerable workers and make recommendations for implementation of types of programs to address the needs of the different audiences that make up vulnerable workers (Young, Foreign, New and Returning workers).
- Work directly with Education, Culture and Employment's (ECE) English and French Program Sections (as well as other partners) to research and develop OHS curriculum appropriate to the NT and NU educational systems for grades 1 – 12 and post-secondary in the NT & NU.
- Act as a lead with curriculum consultants for the development of OHS education programs.
- Manage OHS Education projects; setting clear objectives, timelines, target audiences and delivery methods.
- Analyze and evaluate areas within existing curricula where OHS resources can complement teacher instruction and student learning.
- Work with stakeholders to identify and develop OHS competency requirements by industry and job sector, specifically for apprenticeships/trades and related programs.
- Communicate and collaborate with other jurisdictions on their occupational health and safety initiatives for vulnerable workers.
- Identify emerging trends in workplace OHS issues and use this information to design and modify OHS education programs.
- Assist in the identification of trends in young worker injuries rates in the NT/NU.

2. Develop partnerships to support the delivery and implementation of OHS education resources for vulnerable workers.

- Plan, organize and deliver instructional training to teachers/instructors.
- Provide instruction to teachers throughout the implementation of OHS resources.
- Act as a liaison between WSCC and NT/NU Colleges to encourage the inclusion of OHS education into their curriculums.
- Promote the importance of OHS education within all NT/NU educational systems.

- When required, deliver OHS education resources that support existing and new curriculum.
- Design, develop and implement prevention strategies and tools that employers and workers can use toward employee and employer safety awareness and good safe work practices.
- Develop partnerships, with training organizations, for the delivery of OHS awareness courses to workers, supervisor, and employers; particularly to adult and/or English Second Language (ESL) learners.
- Identify and support OHS related training and education opportunities within the communities.
- Identify vendors that provide training and education, with a goal to achieve OHS competency required by industry and job sector specific.
- Consult with associations, unions, educational institutions and other bodies to identify emerging trends in workplace OHS best practices.
- Seek out opportunities and provide educational in-services training at teacher conferences and during professional development days, outlining the importance of including OHS for all youth educational and employment initiatives.
- Take the lead in the North American Occupational Safety and Health (NAOSH) and Skills Canada activities within the NT/NU.

3. Promote WSCC OHS education initiatives, programs and resources.

- Collaborate with WSCC Communications Unit to design, develop, and implement promotional materials, social marketing campaigns, and distribution methods for the delivery.
- Design, develop and implement tools that support prevention strategies to raise OHS awareness and safe work practices.
- Travel to communities and participate in variety of events, such as trade shows, town hall meetings, community events and education awareness workshops.

WORKING CONDITIONS

(Working Conditions identify the **unusual and unavoidable**, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

Physical Demands

Required to wear personal protective equipment during site meetings (i.e. footwear, safety glasses, hard hat, and hearing protection). Must be able to wear additional PPE when required (i.e. fall arrest gear).

Frequency: two to three times per week

Duration: 4-6 hours per day, 10-14 days per month

Intensity: high

Environmental Conditions

Travel by air (commercial and small charter aircraft)

Travel on rough and/or winter (ice) roads

Accommodation in small communities may require the incumbent to share a room. Incumbent frequently travels/works alone when performing field duties.

Frequency: Two to three times per month

Duration: 8 -12 hours per month,

Intensity: high

Sensory Demands

High concentration during is critical to absorb pertinent details and avoid distraction from relevant tasks. All senses are required for personal and others' protection while performing fieldwork.

Frequency: several times per month – as required

Duration: 4 - 6 hours per day, 10-14 days per month

Intensity: very high

Mental Demands

This position requires critical decision making that affects the health and safety of others. Decisions have economic and social impacts on individuals and companies, and include fatality investigations and recommendations for prosecution.

Frequent duty travel that takes the incumbent away from their home may cause disruptions to family life and regular lifestyle.

Frequency: Health & Safety decisions – daily; other decisions/investigations – as required

Duration: continuous, part of job function

Intensity: medium to high

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated ability in using a variety of education methods, for adult and/or ESL learners.
- Ability to develop and establish measurable goals for OHS education programs and track for adherence to objectives and quality control.
- Knowledge of NT/NU *Safety Acts, Regulations*, best practices, related codes and how they apply to workers and workplaces.
- Proven experience in public speaking, creating/conducting presentations, structuring learning outcomes, and managing training programs.
- Solid understanding of alternative curriculum, program development and presentation models geared to a wide ranges of demographics.
- In-depth knowledge of written communication formats to develop strategies, presentations, educational programs, guides and curriculum for the NT/NU.
- Knowledge of web-based development, e-learning methodologies, standards and practices.
- Excellent computer skills, including the use of Microsoft Word, Excel and PowerPoint
- Ability to work with a variety of computer software, including data bases.
- Knowledge of internet and online resources and “digital literacy”.

- Demonstrated ability to establish and promote effective relationships between individuals and/or groups
- Proven conflict resolution and negotiation skills
- Ability to foster, promote and maintain partnerships with a wide demographic
- Experience developing, implementing and evaluating programs
- Strong research and analytical skills
- Ability to work with minimal supervision
- Ability to work with diverse and multi-cultural stakeholders within the NT/NU
- Understanding of change management
- Ability to be adaptable, innovative and creative in addressing emerging needs and finding solutions.
- Valid Class 5 driver's license

Typically, the above qualifications would be attained by:

Typically, the above knowledge, skills and abilities would be attained with a related Degree in Adult Education, with a minimum of 5 years of progressive experience in education, including 2 years related experience in the development and implementation of educational programs and tools. Delivery of presentations, courses and workshops, preferably in OHS, is required.

OR

A Degree/Certification in OHS, with a minimum of 5 years of progressive experience in education, including 2 years' experience in the development and implementation of safety education programs and tools, delivery of presentation, courses and workshops.

A Valid Class 5 Driver's License is required

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

Aboriginal language: To choose a language, click here.

- Required
- Preferred

CERTIFICATION

Title: Education Development Advisor

Position Number(s): 97-9938

<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>_____ President & CEO</p> <p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	<p>_____ Date</p> <p>_____ Date</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.