

JOB DESCRIPTION

TITLE OF POSITION: Senior Chemical Specialist

POSITION #: GE-083

GROUP/UNIT: Chemical Services

REPORTS TO: Chemical Services Manager

PRIMARY PURPOSE

Through its services and products, CCOHS advances health and safety in Canadian workplaces, and the physical and mental well-being of Canadians.

The Chemical Services Unit provides a comprehensive service that supports work-related health and safety initiatives in all areas of workplace health and safety to improve the total health of the individual – chemical, mental, physical, and psychosocial.

The Senior Chemical Specialist position supports the planning and plan implementation of the Chemical Services Unit and other assigned Project Teams. The position is responsible for final approval of content for projects, products, and services, and is the subject matter expert for chemical health and safety. The incumbent is also responsible for researching, analyzing, writing, applying critical appraisal methods, performing technical reviews, and authorizing final approvals for various CCOHS products. This position analyzes information requiring thorough research, identification of best practices, integration of concepts, resolving issues regarding conflicting evidence, and synthesis of information. In addition, since draft materials may be prepared by a wide variety of consultants, clients, or staff members, it is critical that all materials are edited, reviewed, and approved to ensure they meet CCOHS standards. For all products/projects, the incumbent ensures the accuracy, balance and completeness of technical health and safety information.

	DUTIES	% OF TIME
1.	<p><u>Project Work and Technical Lead</u></p> <p>Participates in projects and cross-functional teams as assigned, may be assigned subject matter lead for projects. Helps establish processes and assists project members to meet commitments and deadlines. Duties include assisting the Business Development Service Unit in preparation of proposals, planning, scheduling deliverables and resources, providing advice for timelines, resolving issues, monitoring progress, and reviewing and presenting project results to clients for final approval.</p>	60%

	<p>The incumbent is responsible for maintaining competency with WHMIS and U.S. OSHA legislation related changes to identify how CCOHS chemical software, chemical databases, and CCOHS WHMIS-related factsheets and other products may be affected and proactively determine the necessary action items.</p> <p>Provides guidance and acquired knowledge as a designated technical lead for the chemical software and database production team. The incumbent is responsible for sharing knowledge with the production team to ensure regulatory compliance and support ongoing maintenance. They are responsible for the approval of the release of any product updates.</p> <p>The incumbent supports the project manager's plan by providing feedback from the production team; providing updates on regulatory changes; identifying issues and solutions; participating in testing software changes; providing technical guidance on key issues like SDS authoring requirements, audit requirements, and content phrases for hazard communication.</p>	
2.	<p><u>Health and Safety Content Creation and Research</u></p> <p>Develops and prepares health and safety related information content for projects, communication tools, presentations, e-courses, OSH Answers, publications and other services by researching topics, reviewing and analysing materials, quality assuring and editing content to provide constructive feedback.</p> <p>Researches and appraises health and safety content to deliver external training and presentations as required. Uses technical expertise to identify the best approach for the project, research and analyse data, evaluate results and provide reports.</p>	15%
3.	<p><u>Technical Review and Guidance</u></p> <p>Reviews and approves daily the chemical technical content responses prepared by staff and ensures that the information is unbiased, complete, accurate, appropriate to the audience, and aligned with the CCOHS mandate. Provides technical advice, guidance and review of content to other CCOHS staff in areas of expertise (e.g., WHMIS, Transportation of Dangerous Goods (TDG), chemical hazards, etc.)</p>	10%
4.	<p><u>CCOHS Representation</u></p> <p>Represents CCOHS through expert committees, national meetings and working groups. Maintains a high level of awareness regarding national and international initiatives and priorities, as well as stakeholder needs in areas of expertise. Speaks at conferences, conducts client training, etc., as assigned.</p>	10%

5.	<u>Other</u> Other duties as assigned	5%
----	---	----

NATURE AND SCOPE OF POSITION

The position reports to the Manager, Chemical Services. The incumbent is a member of the Chemical Services Unit.

KNOW-HOW

The position requires sound knowledge on a range of occupational hygiene, chemical health and safety, chemical hazard communication, in-depth technical knowledge in WHMIS compliance requirements, and transportation of dangerous goods.

The incumbent is the designated technical lead for CCOHS chemical databases and software products. Sound judgement and attention to detail is required, as errors will directly impact on the accuracy and perspective used to communicate the hazards and control measures to the public with potentially serious consequences to life and/or property.

The incumbent must ensure that the software continuously reflects current legislation and effectively responds to customers' needs. This requires thorough knowledge of the products' design, content, features and functionality to develop improvements, improve authoring, identify issues or problems and recommend changes as required. The incumbent keeps up to date on national WHMIS legislation initiatives and US Hazard Communication Standard; understands the impact of the regulatory changes and, in consultation with the team, finds solutions that can be appropriately and timely incorporated in the software so that the clients' documents are compliant with the current requirements.

The position requires the ability to research, analyze and assess technical issues in an in-depth manner to provide answers to occupational health and safety-related inquiries and the capability of developing technical expertise in other topics, as well as prepare and develop health and safety content for products and services. Excellent attention to detail is required.

In-depth knowledge of WHMIS legislation and the Globally Harmonized System (GHS) is required to provide expert advice on targeted promotion materials developed at the national level by compliance committees.

Excellent searching skills are required, as well as the knowledge of and the ability to choose the best starting points for searches on external and internal databases and/or Internet sources, as appropriate. The incumbent must have a broad knowledge of credible external information resources. Knowledge of the CCOHS mandate and role of CCOHS is important to ensure inquiry responses and content development is appropriate to the audience and in-line with the values and strategic vision of the Centre.

Specialist knowledge is required to provide authoritative advice and information when literature references and precedents do not exist.

Excellent verbal and written skills are required to explain technical concepts clearly to clients and to communicate expectations and share knowledge in clear language with other staff.

This position requires excellent time management skills and organizational skills to handle at times multiple competing priorities within established deadlines, as well as to deal with the volume and variety of inquiries received and content development work for projects, e-course topics, fact sheets and other products and services.

Working knowledge of databases is required to complete projects.

Managerial Know-How:

The position requires experience leading or working on multidisciplinary teams. The incumbent has excellent time management skills and the ability to handle multiple competing priorities. There is a need to produce high quality materials within specified timeframes.

Human Relations Skills:

The incumbent is expected to participate in the planning of the Service Unit or Team activities, to ensure that they play an active part in achieving the goals without causing work overload or imposing conflicting demands, including deadlines. They must adjust to frequently changing priorities and deadlines and notify their Service Unit Manager and team lead(s) should time constraints or other challenges arise that require resolution.

Works closely with other technical specialists, clients, managers, and all members of project teams to ensure that deliverables meet quality standards and that timelines are met. Provides information and feedback to all members of the team on the progress of projects. Communicates with clients and managers to provide information, exchange ideas, and ensure client has all needs met prior to final approval of project or service.

PROBLEM-SOLVING

The incumbent ensures information is supplied from credible information sources and reconciles potentially conflicting or biased information.

Identifies issues in project planning, including potential resource restraints, and recommends solutions. This action may include modification of timelines and priorities, or the addition of resources to deal with unanticipated problems.

In collaboration with the Business Development Service Unit, as a subject matter expert, works to influence the thinking and decisions of clients to ensure the quality of project deliverables, and to ensure that all deliverables are within project scope.

In collaboration with the Business Development Service Unit, as a subject matter expert, works to analyze the needs of clients and translates that analysis into concrete action and deliverables. This action may involve situations for which there are no set precedents.

ACCOUNTABILITY

The incumbent is accountable for completing work agreed to by clients and CCOHS, through project plans as well as work assigned in monthly plans and annual business plans.

Participates in special projects, strategy, prepares and implements plans, monitors progress, assists in preparing reports.

Reviews and approves other's work as assigned from various departments within CCOHS.

Prepares and answers technical responses on compliance-related issues as well as handling complex issues in areas of expertise.

This position has the authority for approving OSH Answers documents, e-courses, publications, and other technical content.

This position is responsible for representing CCOHS and the mandate when at external stakeholder meetings, conferences, workshops and during media interviews.

WORKING CONDITIONS

Physical Effort:

The employee works at a computer (keyboarding and mousing to read and reply to e-mail, prepare reports, review information, etc.) for most of the workday. The work is interspersed with non-computer-based activity, such as reading, thinking, proof-reading, photocopying, filing. The employee has some control over the workload and can get up, stretch, and walk on a regular basis. Some stooping and lifting (or handling of light material) may be required.

Physical Environment:

The employee works at a desk and/or a computer workstation with a keyboard and a mouse for much of the workday. The workstation and desk are ergonomically set up, with a wrist rest, mouse rest, document holder, task lamp, as required. The lighting meets standards and there are adjustable blinds on the windows as required. The building environmental controls meet general office requirements.

Sensory Attention:

The position requires concentration to compose, enter data, proof-read, quality assure, read routine information, communicate with others via e-mail, search for information and listen to others carefully. Listening to clients or inquirers attentively, concentration when preparing responses and performing searches.

Mental Stress:

There are priorities and deadlines which need to be met on a regular basis. There are interruptions from colleagues, supervisor, or telephone calls. The employee has some control over the pace of work. Work may be repetitious.

There is no control over the amount of work, as clients and inquiries need to be answered; deadline pressures due to clients'/inquirers' demands; there are frequent interruptions when working on projects or inquiries. Always maintains professionalism when speaking with clients/inquirers.

SPECIFICATIONS

- Master's degree in occupational hygiene, occupational health and safety, or a related field and at least ten years of related experience, or an equivalent combination of education and experience.
- Broad background and in-depth understanding of chemical hazards and their controls.
- Knowledge and industrial experience in industrial hygiene including emergency response.
- CRSP and/or CIH/ROH designation is preferred.
- Knowledge of toxicology, with related legislation and regulation including TDG, WHMIS, and GHS is required.
- Ability to evaluate and summarize scientific information within real world context.
- Experience in researching, writing, analyzing, critical appraisal, reviewing and delivering occupational health and safety content in a variety of media.
- Excellent internet research skills.
- Project management skills and excellent ability to work in a team environment.
- Proficiency with Microsoft Office and ability to understand e-learning software packages.
- Excellent verbal and written skills in both official languages are highly desirable.
- Experience and skill in synthesizing technical information and presenting it in clear language.