

Job Advertisement: Occupational Health and Safety Specialist (1-Year Temporary)

We Have a Big Name – and a Big Mission

We're the Canadian Centre for Occupational Health and Safety. But you can call us CCOHS.

We're a federal government corporation focused on a single mission: upholding the right of everyone in Canada to a healthy and safe workplace where they can thrive. Our tools and resources are designed to give employers and workers across the country the information they need to stay healthy and safe, both physically and mentally, on the job.

And that's where you come in. We need your occupational health and safety expertise to help us get this important information into the hands of our key stakeholders. Our fact sheets, person-to-person information service, and other resources are making a big impact across Canada. As an integral part of our Inquiries Services team, you'll help us have an even greater impact.

So if the idea of making a difference and being part of a culture that values innovation, professional growth, and your overall well-being excites you, we encourage you to read on.

About the Role

As an Occupational Health and Safety Specialist, you'll apply your knowledge of information retrieval and occupational health and safety by providing clear responses to questions about health and safety.

While delivering a high level of service, you'll gather and evaluate scientific and technical information on workplace health and safety so people can make informed decisions about specific issues in their workplace. You know how to work collaboratively to make sure our service is comprehensive, accurate and timely, to serve the needs of users.

Leveraging your technical expertise, you will also develop health and safety-related content for CCOHS projects, communication tools, presentations, e-courses, fact sheets, publications and other services. You'll research topics, review and analyze materials, perform quality assurance, and edit content to provide constructive feedback.

What You Have

- Post-secondary degree in one of the Sciences with specialization in occupational health and safety.
- Minimum four years of working experience in the health and safety field.
- Knowledge of health and safety; specific knowledge in any of the following disciplines is preferred: chemistry, toxicology, ergonomics, or physical safety hazards.
- Knowledge of adult learning principles is desirable.
- Excellent facilitation/instruction skills for small to large groups, and different sector audiences is desirable.
- CRSP and/or CIH/ROH designation or ability to achieve one or more of these designations is highly desirable.
- Experience in the interpretation and application of relevant health and safety legislation, standards, statistical information and guidelines.
- Experience and ability to discuss health and safety inquiries by telephone or in person, with diplomacy, courtesy, good judgment and tact.

- Demonstrated competency with Microsoft Office including Outlook, Word, Excel and PowerPoint.
- Ability to communicate in both official languages is highly desirable.

Who You Are

- A supportive, respectful team member who treats others equitably and thrives in an environment where new ideas and collaboration are encouraged.
- An avid researcher who is skilled at analyzing and synthesizing credible health and safety information to formulate and prepare responses and other technical resources.
- An enthusiastic believer of providing exceptional, efficient service in a clear manner.
- An excellent communicator who connects well with clients.

To apply: If you are excited by this opportunity, we want to hear from you. Send us your application in confidence by Wednesday, June 5, 2024 to jobs@ccohs.ca, quoting File Reference Number IC-084.

For the Job Description, click [here](#).

Salary: Within the range of \$83,895 - \$108,016 (CCOHS-09) per annum

Type: Full-time, temporary, unionized position

Vacancies: 1

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please contact Human Resources at jobs@ccohs.ca. All information received in relation to accommodation will be kept confidential.

We thank all candidates for their interest; however, only those under consideration will be contacted.