

JOB DESCRIPTION**TITLE OF POSITION:** Senior Technical Specialist, Occupational Health and Safety**POSITION # :** PH-002**GROUP/UNIT:** Public Health and Legislation Services**REPORTS TO:** Manager, Public Health and Legislation Services**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 Public Health and Legislation Services Unit provides support and service to specific occupational health and safety projects including focused work in partnership with the Public Health Agency of Canada (PHAC), as well as the Canadian enviroOSH Legislation Service. This focused work consists of providing a variety of products and services to help ensure high-level guidance in relation to public health, infection prevention, occupational safety guidance, training, and knowledge transformation to support a wide range of employment sectors and organizations across Canada.

The Senior Technical Specialist (OHS) position supports the planning and plan implementation of the Public Health and Legislation 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 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. Analysis of information requires thorough research, identification of good 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.	Participates in projects and cross-functional teams as assigned, may be subject matter lead for projects. Helps establish processes, and assists project members meet required obligations and deadlines. Duties include assisting Business Development Service Unit in preparation of proposals, planning, scheduling deliverables and resources, and provides advice for timelines, resolving issues, monitoring progress, reviewing and presenting project results to clients for final approval.	40%

2.	<p>Researches, appraises, analyzes, writes, reviews, edits and gives final approval for presentations, e-learning courses, webinars, documents, publications, promotional and information articles, and provides technical advice, guidance, and review and approval of content to other CCOHS staff in areas of expertise.</p> <p>Responds to and provides advice on client and other inquiries in areas of expertise. Provides training and guidance to staff as needed. Ensures the accuracy, balance, clear language, and completeness of technical health and safety information. Communicates these technical concepts clearly.</p>	35%
3.	Researches, writes and delivers OHS content for presentations, conferences, media representation, webinars, and other events as required.	10%
4.	Represents CCOHS through expert committees, national meetings, media representation 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.	10%
5.	Other duties, as assigned	5%

NATURE AND SCOPE OF POSITION

The position reports to the Manager, Public Health and Legislation Services. The incumbent is a member of the Public Health and Legislation Services Unit.

Know-How

Knowledge of practical procedures, specialized techniques and learned skills:

The incumbent has a sound knowledge of a wide range of occupational health and safety topics, with expertise in various areas, such as workplace health and occupational hygiene. The incumbent has the ability to research, analyze and assess technical issues in an in-depth manner using critical appraisal/analysis and clear language techniques in order to write accurate, unbiased and comprehensive information for our products and services.

The position requires excellent verbal and written skills in order to explain complex technical information in clear language.

The incumbent is familiar with and applies adult education concepts and techniques in product development.

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 time-frames.

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 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 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, assist in preparing reports.
- Reviews and approves 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 the majority 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 the majority 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. Must be "up" at all times 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.
- CRSP and/or CIH/ROH designation is required.
- Knowledge of pandemic response and/or infection control health and safety; specific knowledge in public health and biological hazards is an asset.
- 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.

