

## **HSE Administrator and Junior Field Advisor**

### **Job Description – Administrator Tasks**

- Collection and management of Health and Safety Documentation
- Analysis of completed documentation for completeness and follow up with staff
- Documentation tracking to assess needs within organization
- Retention management of critical documentation such as first aid and incident investigation documentation
- Maintenance of compliance in sub-contractor software portals
- Creation and maintenance of incident and injury tracking
- Tracking of health and safety statistics
- Creation of tool box talks for specific work groups

### **Job Description – Junior Field Advisor Tasks**

- Site visits for communication and training
- Site inspections of work conditions
- Regulatory review compared to job scope
- Compliance recommendations

### **Location of Work**

Edmonton, AB

### **Schedule**

- Potentially very flexible
- Approximately 20-30 hours a week
- May develop into a full time position with potential personal and organizational growth

### **Atmosphere**

- Working from home and accessing sites as needed
- Team atmosphere with collaboration and support at each step
- Support from HSE Consultant to establish position, roles and responsibilities

### **Wages**

- \$18-25/hr to start

### **Requirements**

#### **Technical**

- Minimum Certifying Partner HSE designation such as NCSO or QSR
- Minimum 1 year experience in Health and Safety administrative support
- Minimum 1 year experience in on site Health and Safety support role
- Working knowledge of Occupational Health and Safety Legislation, Guidelines, and Workers Compensation Act, Claims Management etc.
- Excellent organizational and multitasking skills.
- General knowledge and understanding of office protocol and organization.
- Excellent communication and presentation skills.
- Proficient in MS Word, Excel and Outlook and online file sharing systems.

## **Attributes**

- Ability and willingness to share information and resources with all stakeholders.
- Knowledge of Occupational Health and Safety Act, Regulation and Code in Alberta
- Knowledge of scope of client work – commercial construction
- Knowledge of health and safety management systems
- Knowledge of Workers Compensation Act and Regulation in Alberta
- Knowledge of Provincial Employment Law in Alberta
- Strong analytical skills for understanding how to interpret data and trends.
- Excellent organizational and multitasking skills.
- Proficient in MS Word, Excel and Outlook and online file sharing systems.
- Attitude & Professionalism
  - Able to work with multiple different personalities.
  - Able to diffuse situations as needed, always remaining positive.
  - Able to influence without authority and collaboratively with site stakeholders.

## **Posting Details**

This position is open to all qualified applicants who are legally entitled to work in the country in which this job is located. This position will close on March 21<sup>st</sup> at midnight. There will be a meeting to review all applicants and a shortlist of 5-10 applicants will be selected for interviews.

All applicants will be contacted to notify them of the status of application. A two-stage interview process will follow including introduction with HSE Consultant and final interview with client staff.

Thank you for your time to apply to this position, good luck!