



Posting Period: June 13, 2018 – Until Filled
Position: Health and Safety Manager - Consultant
Location: Human Resources Department
Job Status: Contract – up until July 1, 2019

Background

Six Nations of the Grand River Development Corporation (SNGRDC) manages the economic interests of the Six Nations Community both on and off reserve. Profits generated by SNGRDC are invested into the Six Nations Community for the collective benefit of all members.

Role

Reporting to the Director of Human Resources, the Consultant role is responsible for providing health and Safety services, solutions and training to the staff of Six Nations of the Grand River Development Corporation (SNGRDC). The Consultant must be knowledgeable of both federal and provincial health and safety regulations. The Consultant will ensure health and safety goals and objectives are met within each department, specifically job hazard analysis for each position within SNGRDC.

Key Responsibilities

- Implementation of health and safety policies and procedures manual, specific to each department (i.e. Projects Department – construction, forestry, greenhouse)
- Provides on-site training and facilitation services to staff to increase workplace health and safety awareness
- Provides fire extinguisher training to all staff
- Collaborates with Directors and Supervisors to ensure job hazard analysis project is completed within each department
- Accountable for the delivery of emergency response planning for each department and training staff on lockdown procedures
- Leads the Health and Safety Committee on inspections and health and safety initiatives
- Maintains tracking system of Committee recommendations and work orders
- Trains new hires on WHMIS, AODA, and Supervisor and Worker Awareness Training
- Internally acts a Subject Matter Expert (SME) as assigned to projects
- Consults internally with staff, providing current health and safety expertise and advice
- Member of Safety Group with WSPS, an asset

Knowledge, skills and experience

- Degree in Occupational Health and Safety, Engineering, Kinesiology, Human Kinetics; OR Certificate/Diploma in Occupational Health and Safety with equivalent experience considered an asset
- Current Health and Safety (CRSP) Designation or working toward designation
- 3-5 years related industry experience
- Knowledge of Health and Safety, including provincial and federal legislation and technical standards
- Technical qualifications conducting audits and assessments
- Facilitation/Instruction skills in various settings and levels of employees and management
- Ability to work in a team environment/collaboration
- Excellent oral and written skills
- Computer skills, i.e. Microsoft Office (Outlook, Excel, Word)
- Work independently in flexible office space

SUBMISSION PROCESS:

Please submit the following to the HR Department by email at HRdept@sndevcorp.ca

- Cover letter
- Resume

Please Note:

- Only those applicants who meet the qualifications will be contacted for an interview
- Police Record Check will be required of successful candidate



APPLICATION FOR EMPLOYMENT

Position		
Job Title:		
Posting End Date:		
General Information		
Last Name:	First Name:	Middle Name:
Address:		Apartment/Unit Number/ R. R. #
City/Town:	Province:	Postal Code:
Home Telephone Number:		Cell Number:
Email Address:		
Three References		
Last Name:	First Name:	Job Title:
Phone Number		
Last Name:	First Name:	Job Title:
Phone Number		
Last Name:	First Name:	Job Title:
Phone Number		

Availability

Are you legally able to work in Canada? Yes ____ No ____ Date Available to Start Work: _____

Have you ever been convicted of a criminal offence for which you have not received a pardon? Yes No

Are you a Six Nations band member? Yes No

Applicant Information Release

I hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold the Six Nations of the Grand River Development Corporation, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information relevant to the employment process.

Applicant's Signature:

Date:

Please Note:

- * Attach cover letter and resume
- * Police Record Check and copies of education will be required at time of offer of employment