Management Excluded Job Description Template

1. Position Identification

<table>
<thead>
<tr>
<th>Position Number(s)</th>
<th>998744, 994869, 998742, 998741, 998745, 998743</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title</td>
<td>OHSE Consultant</td>
</tr>
<tr>
<td>Department</td>
<td>Occupational Health, Safety and Environment (OHSE)</td>
</tr>
<tr>
<td>Reports to (title)</td>
<td>Director, OHSE</td>
</tr>
<tr>
<td>Classification Level</td>
<td>ME 8</td>
</tr>
<tr>
<td>Current Incumbent</td>
<td></td>
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<tr>
<td>Date (last revised)</td>
<td>January 2015</td>
</tr>
</tbody>
</table>

2. Department Summary

The Human Resource (HR) department is committed to supporting the vision of the University of Victoria to be a university of choice for outstanding students, faculty and staff from British Columbia, Canada and the world. The HR team recognizes that institution managers are responsible for the human resource management of their staff. The HR team will be an advocate for creating a respectful, healthy, safe and inclusive workplace. Our role is to work in strategic partnership with managers, and support them in carrying out their human resource management responsibilities while assisting the university to achieve its desired results in an evolving, complex research-intensive environment where competition is global and talent is scarce. To this end, the HR team will collaborate with university leaders to create strategies and programs that address the needs of the workforce of today while exploring and identifying the possibilities for the workforce of tomorrow.

The Occupational Health, Safety & Environment department, as part of Human Resources, is responsible for the development, implementation, communication and administration of health, safety and environmental strategies in support of the organization’s mission and goal to support research and teaching. OHSE supports the University Strategic Plan by integrating health, safety and environmental best practices into university culture through a comprehensive Environmental Health and Safety (EHS) Management System. The department works in partnership with academic and administrative groups towards the organization’s mission of creating environments for work and study that are safe, supportive, inclusive and healthy. The scope of service for the department includes all executive, faculty, professional, and support employee groups as well as students, particularly in the areas of research safety. In addition to working with administrative and academic departments and faculties on health, safety and environmental issues, the department works in close partnership with the VP Research office to support research activities.
## 3. Position Summary

| Mandate or core purpose of role | Reporting to the Director of OHSE, the OHSE Consultant develops and manages programs which promote workplace safety and environmental protection for all members of the campus community. As a part of the strategic HR team the OHSE Consultant provides advice, guidance and consultation to departments, faculties, staff and graduate students in the areas of research safety, regulatory compliance and environmental health and safety. |
| Summary of roles, functions and areas of focus | In the context of environmental health and safety, the OHSE Consultant is the primary resource for managers in their assigned portfolios. The position provides both generalist and specialist support to leaders/managers through advice, guidance and education on how to implement and manage health and safety due diligence in their units.  
Supports and promotes the university’s environmental health and safety management system, and the internal responsibility system which is a recognition that occupational health, safety and environmental protection strategies are embraced and imbedded as part of the way individuals, supervisors, departments, faculties and divisions undertake their activities.  
Supports the administration and implementation of programs that facilitate research by securing approvals and liaising with federal regulators such as the Canadian Nuclear Safety Commission and Public Health Agency of Canada to obtain grant funds from granting agencies, including the use of radioactive, biological and chemical agents. (Agency approvals are necessary to secure funds from granting agencies).  
Manages a specialized portfolio in one or more of the areas of research safety, occupational hygiene and safety, and environmental protection. This requires knowledge of current industry practices, and highly technical legislation and standards. The position is also responsible to support generalist health and safety programs which requires in-depth knowledge of the Workers’ Compensation Act and Occupational Health and Safety Regulation under WorkSafeBC.  
The OHSE Consultant identifies and communicates broad and specific environmental health and safety needs, priorities and issues to the Director and stakeholders. The position consults, collaborates and coordinates with all university departments on programs and strategies to ensure regulatory compliance and promote best practice. |
<table>
<thead>
<tr>
<th>Key Responsibility</th>
<th>Expectation</th>
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</table>
| Department and Program Support     | • Develops a close working relationship as part of the strategic HR team with the assigned portfolio and provides support to leaders and staff to manage health and safety issues that are impacting their workplace or research activity. The OHSE Consultant is the manager’s or principal investigator’s first point of contact for advice, guidance and education in the areas of occupational, research and environmental safety.  
  
  • Responsible to develop, implement and maintain specialized program(s) including biosafety, radiation safety, laboratory safety, marine safety, field research safety, occupational hygiene, WorkSafeBC compliance and environmental protection. Programs must meet all legislative requirements and be implemented consistently throughout all faculty and department units where appropriate. Both operational and administrative program elements including policies and procedures are developed and documented by the OHSE Consultant.  
  
  • Assists the university and management to interpret and apply a wide range of legislation and policy; and to provide leaders with the information and resources needed to manage complex health and safety issues in order to enable them to make effective decisions. |
| Education and Training             | • Develops and delivers education and training for managers, supervisors, staff and graduate students to ensure compliance with health and safety regulations. The OHSE Consultant is the subject matter expert and develops course content and materials to ensure training programs are consistent with regulatory requirements and internal UVic polices, as appropriate.  
  
  • Training may include both online and classroom based courses in the areas of research safety, including biosafety, radiation safety, chemical safety and marine safety; occupational hygiene, including hearing and respiratory protection; and any other training related to WorkSafeBC legislative |
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<table>
<thead>
<tr>
<th>Task Area</th>
<th>Description</th>
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<tbody>
<tr>
<td>Management Excluded Job Description</td>
<td>requirements including joint health and safety committees, incident investigations, inspections, fire safety and emergency response.</td>
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<td></td>
<td>• OHSE Consultants have a role with the implementation, education and promotion of strategies that prevent and minimize workplace bullying and harassment, which has been recognized as a workplace hazard by WorkSafeBC.</td>
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<tr>
<td>Safety Committees</td>
<td>• The OHSE Consultant supports and act as a resource to various committees which form part of the university’s overall risk management structure, including the University Safety Committee (USC), joint local safety committees (LSCs), joint union/management safety committees, Research Safety Committees, Animal Care Committee and the Risk Management Steering Committee.</td>
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<td></td>
<td>• Additionally, there are adhoc committees, working groups and steering committees that the OHSE Consultant may lead or participate in support of research or campus safety.</td>
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<tr>
<td>Project Management and Support</td>
<td>• Works closely with leaders and managers to facilitate health and safety related projects, including Facilities Management, UVic Systems, Campus Security and Faculty Deans/Directors/Chairs and Administrative Officers.</td>
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<td>• Projects may include compliance-based renovations or upgrades to laboratory spaces or equipment, development of databases or other information systems, implementation of new training programs, or support of broader university policies aimed at improving the health and wellness of the campus community.</td>
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<td></td>
<td>• The OHSE Consultant acts as a resource to ensure all regulatory approvals and requirements are addressed, and provides advice and guidance on any technical, financial or administrative health and safety implications.</td>
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<tr>
<td>Inspections, Investigations and</td>
<td>• Conducts and facilitates workplace inspections throughout campus, including providing advice and guidance on risk assessments, safety equipment, safe work procedures and corrective actions. Responds</td>
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<tr>
<td>Reporting</td>
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<td>to health and safety complaints and identifies hazards or issues of non-compliance for reporting to the responsible faculty or department leader, or to OHSE Director as appropriate.</td>
<td>• Conducts and facilitates both formal and informal incident investigations for near-misses, accidents, injuries or exposures. Provides advice and assistance regarding workplace bullying and harassment complaints and claims. Makes recommendations to managers and principal investigators for corrective measures, and liaises with regulatory agencies on behalf of the university on any incidents that require reports to be submitted or communicated.</td>
<td>• Prepares, coordinates and submits routine and demand compliance reports to university leaders, OHSE Director, managers/supervisors, and regulatory agencies. Reports provided to federal, provincial or local regulators address ongoing institutional due diligence and compliance with research safety, environmental protection and workplace safety activities.</td>
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<tr>
<td>Emergency Response and Support</td>
<td>• Participates as a member of the UVic Site Response Team (SRT) and provides health, safety and environment related support to the Incident Commander (IC) during an emergency situation or building evacuation.</td>
<td>• Provides support to the Emergency Operations Center (EOC) in the role of Risk Management, as part of the Management Team; or supporting one of the functional units in Operations, Planning or Logistics as required.</td>
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<td>• Provides expertise and leadership with the prevention and response of hazardous materials releases. Provides education, advice and procedures to units and staff on spill prevention; performs or assists with spill mitigation and response, when appropriate; and advises the university leadership on actions to take in the event of a moderate-high level hazardous materials release, including building evacuations, call-out of emergency responders, and reporting to regulatory agencies.</td>
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</table>
### Decision Making

Describe the type and complexity of decisions made by this role and what kind of support is available in the form of supervisory coaching, existing procedures and precedents or other resources.

Many health and safety issues and situations require the OHSE Consultant to utilize complex decision-making skills. Managers/leaders, employees, faculty often come to the OHSE Consultant for advice when a situation is complex and multifaceted. The position is required to understand and balance needs of multiple stakeholders and situations with competing priorities depending on the environment. The OHSE Consultant is required to exercise strong judgment and utilize creative problem solving skills. Based on the analysis of the situation, the OHSE Consultant provides recommendations to leaders/managers regarding alternative solutions and the implications and potential risks. The position assesses when to bring in other internal resources, or when to contact external resources including regulatory agencies, specialized consultants or colleagues in related industries or institutions. To do so requires current knowledge of relevant health and safety legislation, university policies, collective agreements and EHS best practices.

Decisions often require careful judgment when no procedures and precedents exist. Action plans often need to be tailored to suit a unique set of circumstances while maintaining compliance with legislation, as necessary.

Each situation the OHSE Consultant deals with has its own set of unique circumstances and therefore requires creative solutions to complex situations. The position often needs to “think outside the box” to ensure a successful solution.

Supervisory advice is sought when a decision presents significant financial, legal or regulatory implications or risk to the university or its reputation.

### Human Relations

Describe the key

This position is responsible for building...
internal and external contacts and relationships for the role and whether they are focused on information exchange, influence or behaviour change.

and managing effective relationships with a wide variety of internal and external stakeholders.

Internal to the HR department, this includes members of the strategic HR team, including HRC, WLC and LR colleagues in particular. When dealing with complex situations, it may involve consultation and problem solving with those individuals to develop a comprehensive action plan.

OHSE Consultants interact with leaders, managers, deans, chairs, directors, staff, faculty, and union representatives in the greater university community. There is a strong connection with administrative and academic partners in Campus Security, Faculties Management, and Research Services, as well as in the Faculties of Science, Engineering and Social Sciences where higher risk research safety activities occur. The majority of these contacts are focused on providing advice, influencing a course of action and/or behavior change or facilitation through the use of coaching, advocacy and influence on a wide-range of health, safety and environmental matters.

External contacts include local, provincial and federal regulatory agencies, WorkSafeBC, specialized industry groups, and contractors. The majority of these contacts are for the purpose of information sharing, service provision, regulatory approvals, risk mitigation, and consultation on compliance requirements.

The ability to collaborate, problem solve, influence and persuade others is an essential and ongoing part of the job. Establishing trust and maintaining respect, confidentiality, and integrity are crucial to this position. Interactions have the potential and can sometimes be confrontational and/or met with resistance and emotion, especially when dealing with union representatives, managers and employees struggling with a variety of health and safety issues, including those involving
### Accountability – describe the initiative, independence required in this position and the impact of decisions on individuals, units/departments or the university.

This position is expected to work independently and with significant initiative in order to effectively manage assigned program areas and overall portfolio including committee work or other assigned projects. Decisions and recommendations relating to health, safety and environmental issues can impact the university’s reputation as an employer of choice if regulatory agencies or media become involved. In addition, these decisions can have the potential to increase risk and cost to the organization in terms of grievances, warning letters, fines, penalties and other related compliance-based actions.

The OHSE Consultants are authorized to suspend operations in situations of imminent risk to life safety or serious injury/exposures, significant regulatory non-compliance, and emergency situations in order to safeguard employees and the university’s interests. In such situations, the OHSE Consultants will work closely with the OHSE Director and senior management to address the issue and facilitate or direct, as required, corrective actions.

This position works closely with individual leaders, employees and faculty providing advice and guidance on the relevance and application of complex health, safety and environmental regulations, policies and guidelines. The OHSE Consultant is the primary point of contact for questions, and the advice this position provides has the potential to impact the health and wellness of employees, and improve safety programs and procedures for both the institution and departmental units.

Supervision provided by the Director of OHSE is minimal and in most cases, very high-level. Work is infrequently checked during or after completion, except as required for new programming, sensitive communications or complex issues. While
### Financial and Resource Management

**Describe the key financial dimensions of the job such as budgets, material assets and resources managed, and signing authority.**

This role has no direct financial responsibility or signing authority.

This position is responsible for managing departmental assets including occupational hygiene testing equipment, hazardous materials management program supplies and equipment, and various technical supplies/equipment related to research safety and environmental programs.

The OHSE Consultant also makes recommendations to the Director regarding departmental purchases; upgrades to safety related equipment or infrastructure in campus departments and buildings; and projects that may require capital funding requests to ensure regulatory compliance.

### Supervisory Responsibility

**Identify the number of reports and classify by type (full and part-time employees, volunteers, grant-funded, student or contract roles) as well as relationship (formal, dotted-line or informal; direct vs. indirect).**

This position has no formal or continuing direct reports within the unit.

The OHSE Consultant provides direct supervision to term and part-time employees hired to work on a project basis, as well as contractors hired to provide services to the university coordinated through OHSE, including: hazardous waste management; biosafety cabinet and fume hood certifications; medical surveillance, indoor air quality investigations; and other specialized contractors as required.

The OHSE consultant also provides informal guidance and coaching to other members of the HR department and campus departmental leaders on health and safety related matters.

### Safety

**Describe the mandate for ensuring safety for self or others.**

This role has the responsibility to work with leaders, units and staff across campus to embed an internal responsibility system for occupational health, safety and environmental protection as well as emergency management as part of...
University culture. This internal responsibility system is a recognition that occupational health, safety and environmental protection, and emergency management strategies are embraced and imbedded as part of the way individuals, supervisors, departments, faculties and divisions undertake their activities.

In addition, this role is responsible to ensure that proactive health and safety practices and behaviours are modelled to the campus community when conducting site visits, inspections or other activities by wearing appropriate personal protective equipment; identifying any hazardous work practices; and communicating health and safety information and corrective actions.

The OHSE Consultant has significant responsibility to ensure that institutional safety compliance, risk reduction and best practices are implemented and maintained throughout all units.

**Equity – describe the contribution to the Equity Plan, fairness to women, aboriginal peoples, visible minorities and persons with disabilities.**

Consideration of equity and human rights underlies the work of OHSE Consultants. Health and safety legislation, in addition to the UVic Strategic Plan, respects everyone’s right to work and study in environments that are safe, healthy supportive and inclusive.

### 6. Summary of qualifications and job specific competencies

Focus on the requirements of the position and not the qualifications and competencies of the incumbent. The competencies represent the skills, knowledge and behaviours required to advance the strategic initiatives of the unit/department and the university.

As a leader, this role should demonstrate UVic’s Core Competencies and Leadership Competencies.

- **UVic’s Core Competencies** include Personal Effectiveness, Commitment to Quality, Navigating Change, Communication, Building Equitable Relationships, Teamwork, Service Focus, and University Community.
- **UVic’s Leadership Competencies** include Personal Insight and Impact, Strategic Focus, Investing in Our People, Building Our Culture, Creativity and Innovation, Problem Solving and Decision Making, Change Management, and Achieving...
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When identifying key job-specific competencies, focus on the ones that are most important for the role. These might be more job-specific versions of those listed above or additional job-specific competencies.

| Qualifications and experience | University degree in science, environmental health and safety, or a related field supplemented by 3-5 years of experience in an environmental health and safety role, specialized coursework and professional designation(s) including but not limited to CRSP (Canadian Registered Safety Professional); ROH (Registered Occupational Hygienist; CIH (Certified Industrial Hygienist). An equivalent combination of education, training and experience may also be considered.

A comprehensive knowledge of current occupational health and safety legislation including WorkSafeBC and related local, provincial and federal regulations affecting university research and operations.

The ability to communicate effectively in conversation and writing with a broad range of individuals; to assist and serve members of the University community to meet their needs; and actively collaborate with others to produce desired results in a supportive environment.

Demonstrated ability to independently organize workload in a client focused environment that may include high volume, frequent interruptions, multiple tasks, and shifting priorities and deadlines.

Skills and experience in determining needs, developing program objectives and goals, researching best practices, forecasting and evaluating program effectiveness.

Experience in developing, leading and delivering educational seminars and training. |

| Key job-specific competencies | Demonstrated understanding of the university environment including relationships between academic and administrative units, staff and faculty.

Demonstrated project management and organizational skills, including the ability to manage and prioritize projects/work to meet deadlines.

Excellent research, analytical, problem-solving and oral/written communication (including presentation) skills.

Works directly with leaders to identify needs, and provides advice, guidance and options in order to balance operational |
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requirements with legislative obligations.
Engenders trust and respect from others, protects confidential
information, and is accountable for his/her actions and decisions.
Serves as a role model for others when solving problems or
confronted with dilemmas or challenging issues.
Ability to adapt to changing circumstances, considers various
courses of action, understands implications of alternatives and
recommends next steps.
Actively collaborates with others to produce desired results in
both individual and team-based work.
Ongoing commitment to improve work practices and quality to
achieve organizational and departmental goals, with a focus on
client service.
Strong understanding of information systems, business software
and data management.

7. Unusual working conditions – Include only those working conditions that would
not be the norm for Management Excluded jobs. Consider the physical effort and sensory
attention required, the physical environment in which the role operates, and any sources
of significant mental stress. Describe frequency, duration and intensity.

The position is required to manage a variety of challenging situations where there is
disagreement between individuals or a particular course of action in response to a health
and safety issue or complaint, and requires the OHSE Consultant to take the lead in
facilitating the resolution of that issue. This role can expect some disruption to personal
schedules to address emerging issues, unanticipated deadlines, and call-out for support
during emergency situations, including hazardous materials spill response. These
situations can generate significant short-term pressure and mental stress until the critical
issues have been brought under control.

Date of Completion: ________________________________

Signature of Incumbent: _____________________________

Signature of Director: ______________________________


Management Excluded Job Description Template

Occupational Health, Safety and Environment
Organisational Chart
November 2014