

## Job Description

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<b>Job Title:</b>	Safety Administrator
<b>Department:</b>	Safety Office
<b>Reports To:</b>	Director of Safety
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 7
<b>Effective Date:</b>	March 2021

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### **Primary Purpose**

Responsible for the financial and overall administrative functions of the Safety Office with a means to support the effective, efficient, and comprehensive delivery of assigned health, safety and environmental program services.

### **Key Accountabilities**

#### **Department Administration**

- Acts as primary contact person for other administrative support departments.
- Manages incoming inquiries and correspondence and handles or directs to appropriate staff.
- Oversees the day-to-day operation of the department within established policies and procedures, handles ordering of equipment and supplies and manages IT hardware and software upgrades or issues.
- Develops and maintains general office procedures, documents and correspondence.
- Assists with travel arrangements and expense tracking for department staff.
- Assists with task assignment of casual and co-op student employees.
- Undertakes various special projects at the discretion of the Director.

#### **Health, Safety & Environment Program Support**

- Enters injury/incident data and maintains data entry standards.
- Supports WSIB and other workers' compensation claims administration as necessary by maintaining claim files, requesting claims information, submitting claims and managing financial reimbursements, account and income tax statements.
- Coordinates administrative aspects of University's Joint Health and Safety Committees and Health & Safety representatives as required by health and safety legislation. This includes: knowledge of mandates, monitoring membership, arranging meetings and monitoring compliance-related items.
- Serves as primary administrative support to main campus JHSC, including briefing co-chairs and members, preparation and distribution of minutes, agendas and supporting materials.
- Coordinates annual department compliance reports.
- Supports the First Aid program by ensuring adequate kit locations and supplies.
- Maintains and distributes health and safety print materials.

#### **Records Management**

- Enters and maintains fire reports in database.
- Generates monthly, annual and specialized reports accurately and with time constraints from injury/incident and fire records.
- Ensures department records/files are maintained according to University's Records Management requirements for security and records retention.
- Maintains Safety Office distribution lists including health and safety co-ordinators and Joint Health & Safety Committee (JHSC) members.

#### **Financial Planning and Control**

- Maintains detailed account records, financial statements, budget adjustments, transfers and petty cash.
- Prepares cheque requests, requisition entries and processes invoices.

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- Provides direction to staff on charges to accounts and purchasing requirements.
- Has signing authority for specific operating funds allocation.
- Handles purchasing card payments/account transfers according to policy and verifies statements.
- Ensures all transactions are in accordance with approvals and University policy.
- Reviews accounts and budget statements regularly.

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

### **Required Qualifications**

#### **Education**

- Post-secondary education or an equivalent combination of education and experience in an administrative role

#### **Experience**

- Several years of experience performing duties related to the above-mentioned key accountabilities in an office work environment is required, preferably in a post-secondary education environment.
- Proven ability to work independently and as a team member in a busy and varied environment
- Demonstrated ability to handle multiple tasks, set and meet deadlines and adjust to changing needs
- Ability to be positive, collaborative and work effectively with colleagues and on-campus partners
- Flexible and adaptive to changing needs

#### **Knowledge/Skills/Abilities**

- Advanced computer proficiency with Microsoft Office (Excel, Word, and Outlook)
- Intermediate computer literacy with an online financial/expense claim system, Microsoft SharePoint and a web content management system.
- General knowledge of basic accounting and invoicing practices
- Exposure to health and safety and/or WSIB administration an asset
- Demonstrated ability to maintain a high standard of public relations at all times, exercise judgement and discretion when handling confidential and sensitive information, use reason and judgement to make effective decisions and develop solutions to problems.
- Excellent oral and written communication, organizational, time management and problem-solving skills

### **Nature and Scope**

- **Contacts:** Must be able to establish strong professional working relationships with Safety Office team members and on-campus partners to provide excellent service, through effective and timely communication.
- **Level of Responsibility:** This position is responsible for departmental administrative functions and has signing authority for purchasing goods and services.
- **Decision-Making Authority:** This position works independently and is required to set his/her own work plan to ensure that all projects are completed in a timely manner and in accordance with priorities set by the Director of Safety. Possesses broad knowledge of staff accountabilities and exercises sound judgement to ensure efficient and accurate assignment of inquiries.
- **Physical and Sensory Demands:** Moderate sensory demands typical of a position in a busy customer focused office environment with interruptions and competing priorities.

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- **Working Environment:** Minimal exposure to disagreeable conditions typical of a position exposed to stress and pressure associated with specialized position responsibilities. Typically works Monday to Friday schedule.