

## Job Description



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| <b>Job Title:</b>      | HSE Systems & Compliance Partner |
| <b>Department:</b>     | Safety Office                    |
| <b>Reports To:</b>     | Director of Safety               |
| <b>Jobs Reporting:</b> | None                             |
| <b>Salary Grade:</b>   | USG 11                           |
| <b>Effective Date:</b> | November 2022                    |

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### **Primary Purpose**

The HSE Systems & Compliance Partner provides strategic and operational leadership associated with managing the effective, efficient, and comprehensive delivery of health, safety, and environmental program services to support the achievement of the University's strategic goals.

Reporting to the Director of Safety, this position will formulate, initiate, implement, and interpret policies related to the operations of departments, as well as programs, applicable University-wide. The Partner works toward the achievement of established occupational health and safety goals and objectives.

### **Key Accountabilities**

#### **Design, Implement and Evaluate Procedures & Programs and Ensure Compliance**

- Supports the development and implementation of a comprehensive Health, Safety and Environment Program, and compliance with occupational, environmental, and other regulatory requirements. Works with the Director to develop and implement operational processes to enhance the safety of the campus and to control risk.
- Manages health and safety compliance evaluation and monitoring under the established Health, Safety & Environment Management System.
- Collaborates internally among and within departments to develop and employ key health and safety initiatives
- Develops a consistent and effective safety culture through the development, training, maintenance and coordination of policies, procedures, programs and resources

#### **Champions and provides direction for Health, Safety and Environment System**

- Leads the design, application, and continuous improvement of an HSEMS management system operating model, including technical content, functionality and associated standards, procedures and guidelines, to positively influence health and safety performance and achieve leading practices.
- Acts as the key resource supporting management-level and departmental health and safety coordinator roles.
- Provides expert advice on occupational health and safety to University leadership, health and safety committees, faculty, staff and students
- Facilitates the practice of risk assessment and its application to specific occupational risks present in a diverse workplace context.
- Provides leadership and oversight, providing advice to the Director and the team in establishing processes for effective injury prevention and health, safety and environmental risk management.
- Specifies key areas for improvement based on incident indicators, risk and performance

**Steers Health, Safety and Environment resources that are professional, responsive, reliable, courteous, effective and efficient**

- Assists Director in designing, implementing, and monitoring the Safety Office strategic plan
- Identifies risks and anticipates hazard trends for proactive rather than reactive response
- Engages in collaboration and partnership in the development and implementation of HSEMS operational practices
- Sustains quality and entrenches innovation to improve processes and services
- Advocates thoroughness and accuracy for legal scrutiny
- Provides data and input to Director for unit budgeting based upon respective portfolios which include injury prevention, compliance, waste management, consulting and supporting systems.
- Ensures programs are managed within budget

**Manages compliance**

- Defines standards through relevant expertise
- Monitors and reports on compliance, due diligence and performance using measurement indicators
- Ensures departments are informed and held accountable to facilitate the internal responsibility system and advises on appropriate risk control
- Resolves concerns with sound judgement, tact, integrity, and diplomacy
- Controls rather than avoids risks associated with creativity and innovation
- Acts as primary liaison with multiple management stakeholders and is responsible for managing compliance with legislation under the respective portfolio

**Leads organizational effectiveness and relationship management:**

- Analyses needs, develops strategies, and implements improvements, specifically related to the Health, Safety & Environment Management System.
- Supports development of systems and processes to facilitate information management.
- Provides visible leadership by example through relationship building and reinforcing the mission and culture of the University.
- Champions team cohesiveness, motivation and commitment to client-focused service and continuous quality environment, treating people with respect and trust.
- Uses personal initiative, multi-tasking work of competing priorities and takes action

*\*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**

- Undergraduate degree in Health, Safety and Environment or related fields
- Extensive ongoing professional development is required to maintain competency.
- Professional Designation in Health and Safety including Canadian Registered Safety Professional (CRSP), Certified Industrial Hygienist (CIH) or equivalent.

**Experience**

- 5 plus years' experience with proven track record of achievement in managing various aspects of health, safety, and environment
- Extensive experience in the university or similar health and safety environment.
- Experience in health and safety compliance and management system implementation and

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auditing, including development of assessment criteria, conducting audits, communicating results and development and implementation of action plans.

- Competencies will include strategic thinking, innovation, superior interpersonal, organizational, and communication skills.
- Superior writing and presentation skills and ability to develop manage and deliver training programs.
- Demonstrated leadership ability, strategic and tactical thinking, planning and organizational skills.

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

- Extensive expertise with managing interpretation and compliance with Health, Safety and Environment legislation.
- Critical thinking, use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- Ability to handle sensitive and confidential matters with discretion
- Demonstrated proactive approach to program implementation, problem solving, making timely and effective decisions and change management.
- Ontario driver's license Class G.
- MS Office Suite, experience using databases, web-based interfaces; Information Systems; SharePoint
- Extensive working knowledge of occupational health and safety management systems and health and safety legislation

### **Nature and Scope**

- **Contacts:** Interpersonal: Deals with confidential materials and must exercise sound judgement, tact, unquestionable degree of integrity and diplomacy using well-developed interpersonal communication skills to handle sensitive issues. Internal: Communicates with all members of University community including senior leadership to deal with, influence and motivate others and to promote, justify and settle safety-related issues. Resolves situations as a consensus facilitator with creative abilities to achieve success for the University. External: Liaises with professional and government regulators and agencies representing the University on compliance matters that critical to the deliverables of the University of Waterloo.
- **Level of Responsibility:** Responsible for provision of expert advice, management of health, safety and environment management system and program services and compliance with legislative and legal requirements for all aspects of the University.
- **Decision-Making Authority:** The position ensures that all reasonable precautions are taken. A hesitation to pursue resolution of a health, safety and environment issue or fault in the health, safety and environment program could result in serious disruption to academic/research programs and campus services while damaging the institution's reputation. The position has limited signing authority for Safety Office accounts and negotiating supplier contracts.
- **Physical and Sensory Demands:** Varied physical positions with occasional climbing, lifting and carrying required. Occasional periods of extensive sitting, concentrated use of visual sense and physical effort that may result in moderate fatigue, strain, or injury as a result of repetitive keyboard/mouse movement
- **Working Environment:** Involves visiting varying work areas and locations in and outdoors at all times of the year, normally within Monday to Friday hours, however, is occasionally required to vary schedule. May be required to enter higher hazard work areas (construction projects; injury and fire scenes). Uses various personal protective equipment (PPE) as appropriate.