



## EMPLOYMENT OPPORTUNITY

### DIRECTOR, TRAINING SERVICES

The Workers Health and Safety Centre (WHSC) is a not-for-profit unionized training organization that provides health and safety leadership, training and information services to Ontario workplaces. We are seeking a Director, Training Services as one of our key leadership team roles. Reporting to the Executive Director, and assisted by the Manager, Training Services, this position oversees the Training Services Department and is responsible for management of Training Services Support staff and our Training Service Representatives across the province. Together, Training Services works to retain existing labour constituent and workplace training clients, find new ones, and coordinate the delivery of both WHSC scheduled training and client in-house training. To facilitate this training, WHSC Training Services also qualifies, mentors, and updates our program instructors. Finally, Training Services works with constituents and clients to help determine health and safety training and information needs by offering among things, our free training compliance audits, and inquiry service. Other duties of the Director, Training Services include business planning and budgeting, developing a long-term training plan for the organization, and providing an operational perspective on broader strategies and organization direction.

**Wage Range:** \$130,930 to \$175,070 per year, commensurate with experience and qualifications.

WHSC is committed to fostering a workplace that is both inclusive and representative of the communities we serve. To meet these objectives, we invite all qualified candidates from diverse backgrounds to apply. It is WHSC Policy that all employees work in an inclusive environment that acknowledges and promotes equal rights for all persons, including those with disabilities, as outlined in the *Canadian Charter of Rights and Freedoms*, the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act, 2005*. Please be advised that disability accommodation is available upon request.

For information about WHSC visit [www.whsc.on.ca](http://www.whsc.on.ca).

Applications will be accepted until **4:30pm Friday, August 5<sup>th</sup> 2022**. If interested, please forward your cover letter and resume to Sarah Mackie, Executive Administrative Assistant at [smackie@whsc.on.ca](mailto:smackie@whsc.on.ca)

#### Required Qualifications:

- Minimum 5+ years of management experience with demonstrated increases in responsibility.
- Proven experience/involvement in the labour movement.
- Knowledge of adult education principles and practices as used by the labour movement.
- Excellent oral, interpersonal and presentation skills.
- Excellent problem solving/judgment skills, and high level of attention to detail and accuracy.
- Flexible and adaptable to change and shifting priorities.
- Self-motivated personality.

- Ability to maintain confidentiality and exercise discretion.
- Ability to work independently and in a collaborative team setting.
- Proficient in all Windows Microsoft Office applications.
- Equally proficient in Microsoft Dynamics 365 (or similar Customer Relationship Management software).
- Knowledge of marketing tools and strategies an asset.
- Knowledge of occupational health and safety and a worker perspective to this fundamental workplace issue also an asset.
- Completion of WHSC Instructor Training, and WHSC Level I or WHSC JHSC Certification (preferred).

**Responsibilities:**

- Supervise Training Services Department staff and provide leadership for all aspects of training delivery.
- Work with other senior WHSC management to develop and recommend organizational strategies and implement strategic direction given by the Board of Directors.
- Manage and work with Customer Relationship Management (CRM) system in efforts to improve WHSC effectiveness and reporting.
- Engage in labour constituent and workplace client outreach to help determine training and information needs and promote WHSC.
- Develop and implement a schedule of essential WHSC training courses to meet constituent and client needs.
- Develop and implement long-term training strategy, including instructor development and investment to proactively protect WHSC's interests and follow its core principles.
- Promote sound WHSC training practices through the development of operational policies and procedures. Ensure adherence of organizational practices with legislative requirements, and develop, implement and maintain sound policies, procedures, processes, staff training and tools to ensure that appropriate internal controls are in place.
- Prepare and submit periodic management reports.
- Review monthly financial results and provide variance reports to management.
- Participate in collective bargaining.
- Manage other duties and special projects as assigned.