



JOB POSTING

TRAINING SERVICE REPRESENTATIVE

Location: Ottawa Office, 502- 280 Metcalfe Street, Ottawa ON K2P 1R7

Wage: Schedule 2 employee as defined in the Collective Agreement between COPE 343 and WHSC. Wage range: \$2,031.94/week (start rate) - \$2,114.81/week (one-year rate).

The Workers Health and Safety Centre (WHSC) requires a full-time Training Service Representative to assist our efforts to provide high-quality occupational health and safety training services.

More information about WHSC can be found at <https://www.whsc.on.ca/Home>.

Applications will be accepted until **4:30pm, Friday, September 16, 2022**. If interested, please contact Sarah Mackie, Executive Administrative Assistant at smackie@whsc.on.ca.

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.

Required Experience:

- proven experience/involvement in the labour movement.
- completion of WHSC Instructor Training, and WHSC Level I or WHSC Basic Certification.
- completion of WHSC Coordinator Training (preferred).

Required Knowledge and Qualifications:

- possess good knowledge and skills relating to WHSC products and the methods used in promoting and marketing our products.
- possess good working knowledge of the labour movement, health and safety information, and understanding of the vision and mission of the Workers Health and Safety Centre.
- advanced knowledge of Ontario health and safety law and grasp of key health and safety concepts.

Required Knowledge and Qualifications (cont.):

- be able to demonstrate leadership skills and be knowledgeable in planning and presenting education and training programs.
- possess good planning skills.
- be a self-starter and effective at managing work activity assignments.
- excellent knowledge of adult learning principles and WHSC training techniques.
- possess a valid driver's license, and any successful candidate will have to provide proof that he or she has a valid driver's license upon being hired.
- good keyboarding skills, experienced using computers and databases
- bilingual (French) preferred.

Responsibilities and Duties:

- market, promote, organize and coordinate the delivery of WHSC training to unions and companies.
- use our in-house customer relations management system to provide cost estimates to union and companies, order courses, manage classes, co-ordinate instructors and support promotional efforts.
- liaise with affiliated unions, district labour councils and community organizations and other groups dealing with occupational health and safety.
- promote WHSC programs and information services through speaking engagements, presentations and promotional displays.
- assist with general inquiries for occupational health and safety information.
- supervise instruction and ensure collection of classroom data
- assist information needs of instructors, workplace health and safety representatives and workers.
- mentor and upgrade instructors on training programs.
- communicate with co-workers, clients and trainees in a professional and courteous manner.
- adhere to WHSC operating processes, policies and procedures.
- perform other duties as required.