



This position reports directly to the Manager, Policy and Legislative Review, and under the priorities of the Chief Safety Officer, Chief Inspector of Mines. The OHS Regulatory Analyst has a collaborative role in the review, research, development and maintenance occupational health and safety regulations, as well as a leading role in the development and maintenance of Codes of Practice and Directives.

The issues and concepts that the OHS Regulatory Analyst must understand and analyze are diverse and complex. The operating environment is high-pressure and subject to change and may be impacted by political considerations and environmental factors. This requires the incumbent to have capacity for expert analysis and advice, innovative and creative solutions to new and emerging challenges and opportunities.

The incumbent works towards favourable outcomes for the WSCC on assigned projects, achieving a fair and reasonable balance between ideal solutions and those that are administratively feasible where competing interests exist. Negative outcomes could affect occupational health and safety of employers and workers in the two territories, and public confidence in the organization, Governance Council, President, Senior Management Team, and employees.

## **RESPONSIBILITIES**

### **1. In collaboration with, and under the leadership the Chief Safety Officer, and Chief Inspector of Mines, the OHS Regulatory Analyst provides technical expertise and expert advice for Codes of Practice and Directives development.**

- Provide analysis, expert advice, and information on OHS standards and best practices to organizational decision makers on a variety of issues related to occupational health and safety.
- Consult with other provincial and territorial workers' compensation agencies, governmental occupational health and safety regulators, private and public sector organizations, and industry standard groups about their Codes of Practice', Directives, and/or standards.
- Seek appropriate interdivisional input and subject matter expertise when developing options for Codes of Practice and Directives.
- Draft option, discussion, information and decision papers, and briefing notes for decision makers that demonstrates an understanding of complex issues, options, and recommendations that are relevant in the northern context.

### **2. Lead the drafting and release of Codes of Practice and Directives and collaborate on the communication plan for roll out.**

- Develop and maintain a Code of Practice and Directive Review Plan based on the priorities identified by the Chief Safety Officer and Chief Inspector of Mines.
- Lead the drafting of Codes of Practice and Directives, taking into consideration research, context, industry standards, the audience and established communication standards.
- Send approved Codes of Practice to the *NWT Gazette* and *Nunavut Gazette*;

- Collaborate with internal units, including Communications, Legal, and Prevention Services to coordinate the roll out of new and revised Codes of Practice and Directives.
- Provide technical expertise on Codes of Practice and Directives in the development of supporting administrative and communication materials, including procedures, presentations, information for website, brochures, and other outreach materials.

**3. In collaboration with, and under the leadership General Counsel, Legislative Advisor, Chief Safety Officer, and Chief Inspector of Mines, the OHS Regulatory Analyst leads research for OHS regulatory development.**

- Develop and maintain the Regulatory Development Plan based on the priorities identified by General Counsel, Legislative Advisor, Chief Safety Officer, and Chief Inspector of Mines
- Consult with research institutes, other workers' compensation agencies, and other private and public sector organizations regarding industry standards and best practices.
- Keep updated on and assess relevant trends and issues and recommends appropriate organizational actions.
- Draft option, discussion, information and decision papers, and briefing notes for decision makers that demonstrates an understanding of complex issues, options, and recommendations that are relevant in the northern context.
- Assist in the legislative process by providing input and content for papers required for regulatory change.
- Collaborate with internal units, including Communications, Legal, and Prevention Services to coordinate the roll out of revised regulations.
- Provide technical expertise on regulations in the development of supporting administrative and communication materials, including procedures, presentations, information for website, brochures, and other outreach materials.

**4. Lead internal and external stakeholder engagement related to Codes of Practice, Directives, and regulatory development.**

- Establish and lead working groups and participate in committees to review Codes of Practice and Directives, and regulatory development.
- Prepare information packages, facilitate discussions, and provide technical advice and informed opinion to working groups and committee participants.
- Draft reports to debrief stakeholders, committees, Chief Safety Officer, Chief Inspector of Mines, Senior Management Team, President and/or Governance Council on engagement feedback.
- Follow up with working group and committee participants to outline their input in the Codes of Practice, Directives, and regulatory development process.
- Analyze and summarize information from consultation with working group and committee participants; incorporates input, opinions, and information into Codes of Practices, Directives, and regulatory changes where appropriate.

**5. Other related duties, as required:**

- Research initiatives, projects or duties, as required; and
- Other administrative duties as required.

## **WORKING CONDITIONS**

(Working Conditions identify the *unusual and unavoidable*, externally imposed conditions under which the work must be performed, and which create hardship for the incumbent.)

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

The incumbent may be required to travel by commercial aircraft, travel by small charter aircraft across the northern sub-arctic regions and vehicle from time to time.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

The OHS Regulatory Analyst works under tight deadlines with large workloads and competing priorities and demands. Prolonged periods of concentration can at times be physically and psychologically exhausting.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the fundamentals of legislative and policy analysis and development.
- Knowledge of the analytical and research techniques as well as recommendation and decision-making processes.
- General understanding of occupational health & safety, including regulation and enforcement. Communicate effectively, both oral and written.
- Ability to maintain professional communications in team environments.
- Ability to professionally write and edit complex documents for internal and external stakeholders.
- Ability to summarize key issues, detail the positive and negatives of issues and support recommendations.
- Ability to facilitate internal and external teams and groups.
- Ability to work independently and in a team environment. Ability to manage complex projects.
- Computer skills, including the use Microsoft Word, Excel and PowerPoint.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

### **Typically, the above qualifications would be attained by:**

A Bachelor's degree in a related field, and three (3) years of relevant experience in policy or legislative development in an occupational health & safety regulated industry.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security** (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- French required (must identify required level below)  
Level required for this Designated Position is:  
ORAL EXPRESSION AND COMPREHENSION  
Basic (B)  Intermediate (I)  Advanced (A)   
READING COMPREHENSION:  
Basic (B)  Intermediate (I)  Advanced (A)   
WRITING SKILLS:  
Basic (B)  Intermediate (I)  Advanced (A)
- French preferred

**Indigenous language:** To choose a language, click here.

- Required
- Preferred

**CERTIFICATION**

**Title:** Occupational Health and Safety Regulatory Analyst

**Position Number(s):** 97-1383

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that I have read and understand the responsibilities assigned to this position.</i></p>	<p>_____ Supervisor Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p><i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i></p>
<p>_____ Manager</p>	<p>_____ Date</p>
<p>_____ Senior Manager</p>	<p>_____ Date</p>
<p>_____ President &amp; CEO</p>	<p>_____ Date</p>
<p><i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i></p>	
<p><b>The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.</b></p>	

Reviewed by Human Resources: \_\_\_\_\_