



**SASKATCHEWAN
CONSTRUCTION SAFETY
ASSOCIATION**

Safety Training Manager

No. of Positions: 1
Location: Saskatoon, SK
Type of Employment: Full-time, Permanent

The Saskatchewan Construction Safety Association (SCSA) is an industry-funded, membership-based, non-profit organization that provides cost-effective, accessible safety training and advice to employers and employees in the construction industry throughout the province to reduce the human and financial losses associated with injuries. Registered March 20, 1995 the SCSA is, and has been since inception, committed to injury prevention. Serving almost 10,000 member companies, with business offices in both Regina and Saskatoon, the major business units of the association are Advisory Services, Business Development, Corporate Services, Program Services and Training Services. The mission of the SCSA is constructing safety leadership in Saskatchewan and the vision is to create the safest construction environment in Canada. For more information visit, www.scsaonline.ca

Reporting to the Director of Operations, this person will be accountable for leading the Safety Training Technicians and Safety Training Coordinators while working alongside and collaborating with the operations leadership team. The incumbent will be a major contact with SCSA membership as well as represent the Safety Association as called upon to liaise with the Saskatchewan Workers' Compensation Board, occupational health officers, 3rd party vendors and other related organizations.

This position is responsible for coordinating the activities of the training business unit including training administration, preparing for and delivery of safety training courses and programs, maintaining course and program quality through design, development and evaluation, providing overall leadership supervision to training services employees and providing safety related customer service to the membership and other identified customers. They will be responsible for the implementation of corporate administrative policies, procedures, and practices along with analyzing activities to ensure quality safety training courses. The Safety Training Manager will be a strong leader who will evaluate, coach, and make recommendations for changes to the deliverables of the safety training courses to ultimately maximize the student experience.

This is a great fit for someone who would like to utilize their experience in Adult Education, has a strong passion for safety and a positive team leader that is able to lead change, and enjoys working in a collaborative office setting.

Other duties and responsibilities:

- Supervise the operational activities of the business unit: conduct interviews and hire staff; provide employee orientation; coach/mentor and supervise employees; establish employee goals and administer the performance management system and coordinate work flow and assignments.
- Responsible for employee scheduling including: training, vacation time, managing accumulated earned time, reviewing and approving expense accounts.
- Schedule and conduct business unit meetings; provide meaningful reporting on business unit operations to the Director of Operations.
- Monitor and evaluate safety training technicians' and other trainers' performance to ensure quality of course delivery including consistent messaging and establishment of an effective learning environment.
- Evaluate and make recommendations for changes to course content; assist with the review of occupational health and safety legislation/regulations and safety standards to identify implications for SCSA courses or programs.
- Evaluate the effectiveness and quality of training programs, providing recommendations for improvement.
- Consult with management, industry partners and SCSA membership to identify training needs based on data analysis, projected processes, changes, and other factors; analyze training needs to develop new training methods or modify and improve existing methods.
- Collaborate with 3rd party vendors, SCSA membership and industry partners to design and develop courses; develop testing and evaluation procedures; develop and organize training manuals, multimedia visual aids, and other educational materials.
- Provide accurate and efficient delivery of safety training courses.
- Perform other duties as assigned.

Requirements

Education and Experience:

- Certificate or diploma in Adult Education or similar.
- (3) Three years of experience in an adult education training environment along with (2) two years and supervisory/management experience. Suitable combination of education, training and experience will also be considered.
- Effective techniques as an adult educator and understanding of course deliverables and development.
- Knowledge of occupational health and safety legislation, and Workers' Compensation Board policy.
- Certified Training Development Professional (CTPD) designation would be a strong asset.
- Experience dealing with change management.
- Understanding of financial business management.



- Computer literacy, including effective working skills of MS Word, Excel, PowerPoint and Email.
- Valid driver's license is required.

Skills and Competencies:

- Collaborative leadership skills, with a strong focus on teambuilding, coaching, mentoring and motivating employees.
- Positive interpersonal skills, ability to engage with internal and external customers.
- Excellent planning and organizational skills including the ability to manage projects, prioritize and effectively manage time.
- Take accountability, has effective decision-making ability, conflict resolution, and trouble shooting skills.
- Analytical, ability to research and articulate information to ensure best practices.

SCSA offers a very competitive compensation package that includes an employee paid comprehensive benefit plan, a self-directed RRSP plan, professional development and additional perks that support a positive working environment.

To apply please visit: <https://essencetalent.ca/career-opportunities/#!/f0955b5a-6e5c-419e-a70c-f909f8dd8739/detail>

For any questions or inquires, please contact Nicole Sebastian with Essence Talent Solutions at 306-652-5234 or Nicole@EssenceTalent.ca