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## Advisor

**No. of Positions:** 1  
**Location:** Regina, SK  
**Type of Employment:** Full-time, permanent

**Do you want to work with a positive, upbeat, and dedicated team that is passionate about helping others? An organization that cares about its people and aims to set them up for success? If you answered yes, then read about this permanent career opportunity with our Advisory Services team!**

### ABOUT THE POSITION

This position is responsible for promoting safety education and marketing of SCSA programs and services; for providing professional, quality safety-related customer service, and advice to the membership and other identified customers; and for building effective relationships with Saskatchewan construction companies and other identified customers.

***The Advisor role is a great fit for someone who is self-motivated and passionate about promoting safety and the value of an organization's services, along with the ability to advance the buy-in from members of an effective workplace safety culture. Being comfortable connecting with and building relationships with members, effective communication, interpersonal skills, a thirst to learn, and on-site safety experience will be required for success in this role.***

***The ability to use technology with ease including engaging with people remotely, using various computer software, and having an understanding of the building construction industry will be a great asset!***

#### Responsibilities:

- Provide effective marketing and delivery of SCSA programs and services to the membership including promoting safety education, creation and delivery of presentations, and assisting with the development of practices/procedures.
- Conducting site visits, site inspections, hazard assessments, toolbox talks, orientations, safety demonstrations, and sales visits/calls.
- Provide quality service and advice to assigned committees and members.
- Conduct safety and pre-audit inspections in conjunction with the Certificate of Recognition (COR) and Small Employer Certificate of Recognition (SECOR) programs when requested.
- Assist members in the development of an effective health and safety program including health and safety manual development.
- Provide leadership on special group activities; attend meetings, functions, and special events.
- Provide accurate and efficient delivery of safety training courses and presentations when requested, including regional training.
- Conduct health and safety management system audits in accordance with the SCSA National Standard audit tool guidelines, Quality Assurance program and the SCSA Code of Ethics when requested.
- Perform other related duties as assigned.

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**Knowledge:**

- Health and safety management systems.
- Relationship-based sales techniques.
- Knowledge of the residential building construction industry, occupational health and safety legislation, and Workers' Compensation Board policy.
- Computer literacy is a must (Microsoft Office Suite, video conferencing applications).

**Required Competencies:**

- Effective customer service skills, including the ability to research, evaluate and develop solutions to customer service needs.
- Demonstrated communication, public speaking, and presentation skills.
- Strong interpersonal, networking and, relationship-building skills.
- Excellent planning and organizational skills including the ability to prioritize and effectively manage time.
- Ability to work well independently, within a team environment.
- Ability to persuade and influence others would be an asset.

**Required Education/Certifications & Experience:**

- Three years of field occupational health and safety experience (two years of which in the construction industry).
- Grade 12 and/or related industry training of a minimum one hundred (100) hours (industry trade apprenticeship) and/or journeyperson status.
- National Construction Safety Officer (NCSO) designation.
- A suitable combination of education, training, and experience will be considered.

*The following qualifications would be considered assets in this role.*

- CRSP (Canadian Registered Safety Professional).
- Certificate in Occupational Health and Safety.
- Experience in training adults and/or conducting audits of health and safety management systems.

**Conditions of Employment:**

- This position will require travel within the province.
- The successful candidate will be required to provide proof of a valid driver's license and provide a driver's abstract.
- An acceptable criminal record check is a condition of employment.

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## HOW TO APPLY

This position posting will remain open until filled, however, those who are interested are encouraged to apply by **September 19, 2023 at 11:59 p.m.**

**To apply, please fill out the [SCSA Employment Application](#) and submit your resume and cover letter to [careers@scsaonline.ca](mailto:careers@scsaonline.ca).** For all position and application inquiries please contact Camille Flavel, Human Resources Assistant or Heidi Tiller, People Services Manager at 306-525-0175 ext. 249/264 or email [careers@scsaonline.ca](mailto:careers@scsaonline.ca).

Thank you for your interest in this career opportunity, only those selected for the interview process will be contacted.

## COMPENSATION INFORMATION:

- \$59,860 - \$89,785 annual salary
- Paid health, dental, and vision benefits premium – includes family coverage
- Contributory RRSP program
- Support for professional development – we want our employees to continue to learn and grow!
- Supported work/life balance including our EDO program - get every other Friday off!
- Paid vacation and sick leave
- Tenure recognition through our Service Awards Program
- Fun social events like summer BBQ's arranged by our Social Committee
- Annual Employee Conference and Service Awards Celebration