

## Advisor

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

**Do you want to be a part of making a difference in Saskatchewan? Want to join a team of dedicated professionals in a positive workplace where learning and growth, work-life balance, and teamwork are encouraged? If you said yes, please apply for our current Advisor career opportunity!**

### 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 to advance SCSA's mission of Constructing Safety Leadership.

***The Advisor role is a unique opportunity requiring an individual with a varied skillset who is capable of developing and adapting to change. It is a great fit for someone passionate about promoting safety and the value of an organization's services, and comfortable consulting with new and current members. Effective communication, interpersonal skills, and the ability to use technology with ease including engaging with people remotely will be required for success in this role.***

*Possessing on-site safety experience and an understanding of the residential construction industry will be great assets!*

#### **Responsibilities:**

- Work with the membership and other identified customers to increase their health and safety knowledge, improve their program, and positively influence their safety culture.
- 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.

*Advisor (1 - F/T, Permanent) – SCSA Recruitment Ad  
Regina  
June 2022*

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**Knowledge:**

- Consulting/Professional services
- 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 (Microsoft Office Suite, video conferencing applications)

**Required Competencies:**

- Effective customer service skills.
- 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.
- Ability to work under pressure and cope with challenging situations.
- 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:**

Post-secondary education or certification related to occupational health and safety management, business, marketing, or related field.

Three years of field occupational health and safety experience.

Experience working in a consulting and/or professional services environment is considered a strong asset.

A suitable combination of education, training, and experience will be considered.

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

National Construction Safety Officer (NCSO) designation or National Health and Safety Administrator.

Experience working in the construction industry.

Experience in training adults.

**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.

## HOW TO APPLY

This position posting will remain open until filled, however, those who are interested are encouraged to apply by **Sunday, June 19<sup>th</sup>, 2022**.

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 Heidi Tiller, People Services Manager at 306-525-0175 ext. 264 or [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:

- \$54,535- \$81,800 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 Night