



## EMPLOYMENT OPPORTUNITY

### Risk Management and Occupational Health & Safety Manager

This position reports to the Chief Administration Officer of the City of Iqaluit or such other position(s) as the City may reasonably require. In relation to the occupational health and safety component of this position, the general responsibilities will be to foster a safe, healthy, and inclusive work environment and provide an overall coordination function for all Occupational Health and Safety (OH&S) related programs, services, and initiatives within the City. Conducting incident investigations, report writing and making recommendations for improvement. Risk Management and Occupational Health & Safety Manager will work closely with the City of Iqaluit's management team undertaking risk assessments, site inspections, determining ways of reducing risks and raises the profile of the impact of risk management on the City of Iqaluit and the benefits of active risk management. Provides information to the CAO regarding on-going evaluation and development of short and long-term improvements in Risk Management.

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#### Qualifications, Skills & Experience

- Technical degree or diploma in Public Administration or, certificate in Occupational Safety.
- 3 years of related risk management experience
- 2 years experience in work place safety inspections and audits, knowledge in investigative principals, procedures related acts, codes, and regulations.
- Experience in report writing
- Good knowledge and understanding of data analysis and risk assessment
- Valid Nunavut Class 5 Drivers License
- Experience working with confidential documents

#### Preferred Qualifications & Skills

- Certificate in Risk Management
- Knowledge of computerized systems and software, with an emphasis on Microsoft Office Suite products
- Attention to detail and observation ability
- Familiarity with project management tool and or software packages
- The ability to communicate in Inuktitut is an asset

Equivalencies that include a combination of education, knowledge, skills and abilities to formal education will be considered.

**Please provide copies of and any certifications you possess with your application.**

Compensation for this position will be dependent on qualifications and experience and an excellent benefits package.

**Closing Date: February 24, 2017**

Please send your resume to:

**Reference # 2017-14**

**Human Resources**

**P.O. Box 460**

**Iqaluit, NU X0A 0H0**

**Fax: (867)979-5210**

**[hr@city.iqaluit.nu.ca](mailto:hr@city.iqaluit.nu.ca)**

Only those invited for an interview will be contacted.

As per Article 23 of the Nunavut Land Claims Agreement, priority will be given to Nunavut Land Claim Beneficiaries who meet the criteria.

**Posted**

**February 10, 2017**