Manager, Compliance & Wellness

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Professional and Managerial Group

Manager, Compliance & Wellness

Physical Resources

Hiring #: 2018-0469

Please read the Application Instructions [1] before applying

Reporting to the Associate Vice-President, Physical Resources with a dotted line reporting relationship to the Director of Environmental Health and Safety, the Manager, Compliance & Wellness is responsible for coordinating all environmental compliance, health, safety, wellness and fire code matters for Physical Resources. The incumbent is expected to foster a culture of health, safety and wellness across Physical Resources and to demonstrate continuous improvement. Specific responsibilities include: promoting regulatory compliance and wellness through implementation of EHS programs, PR programs, training, awareness, consultation and operational risk assessment; ensuring University and Physical Resources health and safety and wellness policies, procedures, rules and regulations are adhered to; recommending corrective actions, and/or implementing mechanisms to ensure enforcement of corrective actions; working with EHS and HR to provide context regarding the serious nature of any incident, in order to inform any possible disciplinary outcomes; ensuring accurate training records are maintained; and ensuring all Physical Plant government compliance is achieved, e.g. Ontario regulations on air, water, energy and waste. The incumbent will work closely with the Environmental Health & Safety department and the Fire Division and liaise with various governing bodies.

Requirements of the position include: An undergraduate degree in a relevant field (e.g. environmental science, environmental health, safety engineering or related field), a Master's degree in a related field is preferred, coupled with a minimum of 8 years progressive management experience in compliance at a large organization. An anticipatory thinker who has the ability to set priorities, this individual must be able to follow through to completion highly developed training programs which align with organizational strategic goals and operational needs. The incumbent will need to be an excellent communicator with great influencing skills and ability to build exceptional working relationships across all levels. Supervisory skills are essential, as well as excellent management skills. Candidates must thrive in a team environment, and excel in fostering teamwork and collaboration. Professional experience in the education sector (colleges, universities) is preferred. Experience developing policies and procedures would be an asset. A good working knowledge of the MS Office suite of software is also required.

Position Number         800-007
Classification               P06*

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2018 09 26
Closing Date: 2018 10 26