

## **Trans Program Monitor 2 Occupational Health & Safety Division**

### **Data Analyst (1 position)**

This position will require an experienced data analyst with the knowledge, skills and abilities to translate data into meaningful information to aid in the continuous improvement of the Occupational Health and Safety Division. The responsibilities include analysis of data, inputting data into software and packaging of information for trending and analysis, developing analysis, reporting capabilities, and continuously monitoring the performance to identify areas of improvement as they relate to the mitigation of Occupational Health and Safety hazards and exposures for the organization. This position will require the individual to interpret and analyze data to provide ongoing reports to management. This role will identify, analyze and interpret trends or patterns in data sheets. Work with management to prioritize business and information needs while defining new process and improvement opportunities. This position will require the ability to collaborate effectively and work as part of a team, with strong attention to detail.

### **Training Coordinator (1 position)**

This position will require a professional Occupational Health and Safety training coordinator to ensure effective functioning and coordination of training seminars, meetings, toolbox talks and/or special projects. This individual will manage, design, develop, coordinate and conduct large or small scale training programs related to Occupational Health and Safety. This position will conduct organization wide needs assessment and identify skill or knowledge gaps that should be addressed. This position will implement the use of accepted education principles and track new training methods and techniques related to Occupational Health and Safety. This individual will design and prepare educational/training aids and materials. This position will maintain updated curriculum database and training records. This position is required to stay current on TOSHA training requirements and initiatives. Continuous education will be supported in this role.