#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Health and Safety Assistant

**Job Number:** X-406; VIP-1685

**Band:** 2

**NOC:** 1221

**Department:** Human Resources

**Supervisor Title:** Health and Safety Advisor

**Last Reviewed:**  August 31, 2021

#### **Job Purpose:**

The Health and Safety Assistant will perform a variety of administrative functions to help support the Health and Safety Advisor in achieving effective operations within Health and Safety, including supporting the implementation of efficient University Health and Safety protocols and systems and supporting Vaccine Protocol and Testing Protocol. The incumbent will provide answers to staff, faculty and students who have general questions about Health and Safety related matters, while ensuring compliance with Legislation, Policies and Collective Agreements.

#### **Key Activities:**

1. Assists Human Resources and the Health and Safety Advisor with COVID-19 information management and communications.
2. Responsible for researching and reporting to Human Resources on COVID-19 Health and Safety best practices.
3. Provides support to the Health and Safety Advisor and other Human Resources Advisors, including preparing agenda’s, taking notes for meetings, and conducting research.
4. Assists in the coordination of Health and Safety related training and communication, including transitioning Mandatory Health and Safety training to HRIS.
5. Assists in implementing University Health and Safety system and improving workplace inspection tracking system.
6. Assists Joint Health and Safety Committee in improving workplace inspection tracking system.
7. Responsible for providing administrative support and working closely with Health and Safety Advisor on all committees/projects assigned.
8. Responsible for maintaining the Health and Safety website, and updates when necessary.
9. Assists the other employees in the Human Resources department with other meeting preparation, research, and projects, as needed.

#### Education Required:

* University Degree required

#### Experience/Qualifications Required:

* One to two years of administrative experience. Preferred experience in a Human Resources Department or Health and Safety.
* Intermediate level computer skills required.
* Excellent customer service skills.
* High level of attention to detail and accuracy.
* Excellent communication skills; demonstrated tact, diplomacy and ability to maintain confidentiality.
* Ability to work under minimum supervision and as part of a team.
* Attention to detail as well as time management / organizational skills and provide excellent customer service to all internal and external clients