

Apply By: Friday, November 1, 2019 11:59 pm EDT

 **PRINT**

SAFETY MANAGEMENT SYSTEM (SMS) COORDINATOR

Organization: Ministry of Transportation

Division: Provincial Highways Management Division; Remote Northern Transportation Office (RNTO)

City: Thunder Bay

Job Term: 1 Temporary for 12 months with possible extension

Job Code: 5A011 - Technical05

Salary: \$66,716.00 - \$96,133.00 Per Year

Understanding the job ad – definitions

Posting Status: Open

Job ID: 140564



Apply Online



View Job Description

Are you an expert in implementing and supporting management systems?

Do you have a passion to play a leadership role in the delivery of exceptional services to support MTO's SMS Program?

If so, you may want to consider this opportunity to play a key role in ensuring proper management of federal regulatory and airport certification requirements for airport operations, safety and security programs at remote airports.

If you are experienced in the regulations and legislation requirements governing Code II remote airports and have experience in compliance analysis, then consider this unique position with the Ministry of Transportation's Remote Northern Transportation Office (RNTO) and join the team leading the Safety, Regulatory Compliance, Emergency Management and Training requirements where you will coordinate the review, preparation and implementation of the Remote Northern Transportation Offices' Safety Management System Program, airside safety, airport procedures and policies.

What can I expect to do in this role?

In this position, you will;

- Coordinate the Safety Management System (SMS) and security program activities including analyzing and assessing incident/accident reports and providing support for airports accident/incident investigation
- Develop and provides advice on the implementation of the Safety Management System (SMS)
- Assist the Safety and Training Auditor to coordinate of quality assurance (QA) activities for remote northern transportation operations
- Develop and/or provide advice on organization's security programs at airport (including security management systems, training and liaising with managers and airport contractors on security regulations, concerns and issues)

How do I qualify?

Technical Knowledge:

- You have knowledge of regulations and legislation governing airport operations, safety, and security (e.g., Canadian Aviation Security Regulations (CASRs), Aerodrome Security Measures (ASMs), provincial airports act and regulations, Canadian Aviation Regulations (CARs), etc.).
- You have knowledge of aviation accident/incident investigation techniques and protocols to complete reporting and analysis of accident/incidents and take corrective action.
- You have knowledge of adult education instruction techniques to coordinate and deliver practical training and facilitate workshops

Analytical and Research Skills:

- You have the ability to interpret, analyze and investigate issues related to airport safety, airport security, emergency incidents and accidents to provide expert advice.
- You have knowledge of risk identification, mitigation and industry loss prevention techniques.
- You have the ability to prioritize issues, recommend action to senior staff/management and manage concurrent issues among stakeholders and clients.
- You have the ability to meet financial/regulatory requirements, assess operational and administrative needs, monitor performance and manage issues and program areas.
- You utilize analytical and research skills to evaluate data, trends, standards, policies and protocols using multiple sources of information to identify requirements, develop options and make recommendations.

Relationship Management and Consultation Skills:

- You have strong relationship management skills to work with a diverse workforce and culture found in northern Ontario and as a point of contact for day-to-day Safety Management System (SMS) and security issues,
- You have developed relationship management and consultation skills to work effectively with partners and stakeholders in soliciting and providing information.
- You utilize negotiation and persuasion skills to get buy-in from various parties when implementing SMS plans and to ensure SMS program objectives are achieved.

Communication Skills:

- You have developed written communication skills to communicate effectively with airport management, staff and external stakeholders.
- You utilize strong oral communication and presentation skills to provide advice and guidance on day to day matters to senior management, managers, airport staff and other personnel.

Additional Information:

Address:

- 1 Temporary, duration up to 12 months, 623 James St S, Thunder Bay, North Region

Compensation Group:

Association of Management, Administrative and Professional Crown Employees of Ontario
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Schedule:

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Category:

Administrative and Support Services

Posted on:

Friday, October 18, 2019

Note:

- T-MT-140564/19

How to apply:

1. You must [apply online](#).
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the [Writing a Cover Letter and Resume: Tips, Tools and Resources](#).
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the [job description](#) to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please [Contact Us](#) to provide your contact information. Recruitment Services staff will contact you within 48 hours.

All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment. Remember: The deadline to apply is **Friday, November 1, 2019 11:59 pm EDT. Late applications will not be accepted.**

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

Job advertisements for positions that have been designated bilingual will be provided in both English and French on the website. Positions that are not designated bilingual are not translated and are displayed in English only on both the English and French versions of the website.

Les annonces d'emploi pour les postes désignés bilingues sont publiées en anglais et en français sur le site Web. Les annonces pour les postes qui ne sont pas désignés bilingues ne sont pas traduites et elles figurent en anglais seulement, tant dans la version française que dans la version anglaise du site.

The Ontario Public Service is an inclusive employer.

Accommodation is available under the [Ontario Human Rights Code](#).

Note: The only website where you can apply on-line for positions with the Ontario Public Service is <http://www.gojobs.gov.on.ca>