### JOB DESCRIPTION

#### SUMMARY INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Health and Safety Advisor</th>
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<tr>
<td>Department:</td>
<td>Canada, Americas and Pacific Area (CAPA)</td>
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<tr>
<td>Contract Type:</td>
<td>Permanent</td>
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<td>Job Purpose:</td>
<td>To provide advice, support, and guidance to CAPA and act as the competent person to ensure all legal, safety, health, security, and fire requirements are complied with to ensure the safety of all employees, visitors, and contractors. To identify knowledge and skills gaps and work with Operations and HR to develop and deliver training programmes in the aim of improving operational capability and supporting sustained delivery of quality and standards.</td>
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<td>Job Band:</td>
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<td>Reports to:</td>
<td>Deputy Area Director</td>
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<td>Direct Reports:</td>
<td>None</td>
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</tbody>
</table>
| Other Key Contacts: | Area Director, CAPA  
CAPA Management Team  
CWGC Health & Safety Director  
CWGC Global Learning and Development Manager  
Colleagues in various CAPA offices and sites  
Contractors, suppliers, and third-party stakeholders |
| Financial Responsibilities: | As delegated by the Area Director |
| Location:           | Office based – Ottawa, ON                        |
| Working hours:      | 37.5 hours per week.  
Office Hours 08:00 – 16:00 Monday to Friday |
| Travel:             | Must possess and maintain a valid passport and valid Driver’s Licence.  
Must be willing to travel internationally (up to 10 weeks per year) across the operational area, sometimes at short notice. |
| Right to work:      | Must have the right to work in Canada             |
BACKGROUND

The Commonwealth War Graves Commission (CWGC) honours the 1.7 million men and women of the Commonwealth forces who died in the First and Second World Wars, ensuring they will never be forgotten. Our work commemorates the war dead, from building and maintaining our cemeteries and memorials at 23,000 locations in more than 150 countries and territories to preserving our extensive records and archives. Our values and aims, laid out in 1917, are as relevant now as they were 100 years ago.

CWGC's Canada, Americas and Pacific Area (CAPA) covers all of North, Central, and South America (31 countries) and another 10 countries in the Pacific Region including Japan, Hong Kong, Indonesia, Malaysia, Philippines, Fiji, Thailand, Singapore, and Myanmar. We are responsible for caring and maintaining 72,000 war graves, over 66,000 commemorations, 17 CWGC owned cemeteries and other sites with memorials, stones of remembrance and crosses of sacrifice.

KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE

General

- Develop and lead the implementation of the CAPA Health & Safety program ensuring compliance with all applicable legislation and regulations, across all countries with CAPA staff.
- Evaluate, track, and identify Health & Safety training needs for all CAPA staff and arrange for training as applicable.
- Deliver Health and Safety, or related training, to CAPA staff.
- Ensure that all staff are current and have completed all mandated/legislated training.
- Develop, plan and undertake internal H&S audits to ensure statutory, legal, and global standard compliance as agreed with the Director of H&S.
- Represent CAPA at the Global Health and Safety Committee.
- Support the development and implementation of the CWGC Health and Safety System in conjunction with the Global Health and Safety Team.
- Plan and facilitate regular meetings with operational staff to develop psychological safety and knowledge sharing habits.
- Maintain a registry of incidents and near-misses to identify ongoing improvement opportunities and report on same.
- Develop and monitor, in collaboration with the Deputy Area Director and the HR Manager training plans and related financial budgets/forecasts.
- Liaise with HR to coordinate the delivery and at times deliver training on Health & Safety subjects using both internal or external training providers.
- Act as the first point-of-contact for any health and safety inquiries or reports of incidents.
- Provide guidance to team members on environmental and health matters and escalates inquiries to the appropriate area managers as required.
• Chair the CAPA Joint Health and Safety Committee by organizing committee meetings and following up on action points.
• Ensure follow up of recommendations arising from internal audits or changes to operational procedures.
• Ensure the safe disposal of any hazardous waste via designated staff within respective jurisdictions.
• Manage the First Aid kits/Automated External Defibrillator (AED) devices/supplies and prepare a Safety Metrics report on a periodic basis.
• Share good practices with peer Health & Safety representatives.
• Raise PO's for CAPA relevant financial spends.

PERSON SPECIFICATION

Education, Experience and Knowledge

Essential

• Post-secondary diploma or degree in a related field or equivalent combination of education and experience that is deemed acceptable by the CWGC.
• A minimum of 8 years with progressive leadership responsibilities for preparing or leading programs, and leading teams through change.
• Experience providing training to multi-disciplinary teams.
• Practical in the field experience delivering, coordinating and/or providing health and safety policies and training to your team.

Desirable

• Degree/Diploma in Occupational Health and Safety
• Certified Joint Health and Safety Committee member
• Knowledge of health and safety legislation and requirements in CAPA countries
• At least 3 years of relevant Health and Safety experience
• Auditing experience, 5 or more audits completed (safety and/or quality and/or environment)
• Proficient in a written and spoken language used in the various CAPA countries across the area (Thai, Cantonese, Malay, Burmese, Indonesian, Japanese)
• Experience in a similar Health & Safety role for an International Organisation
• Strong report writing skills, including accident investigation.

Skills and Abilities

• Ability to develop and promote a strong and positive Health & Safety culture.
• Strong written and verbal communications and interpersonal skill sets including training development and delivery skills.
• Ability to work in a multi-legislative environment with multiple legislation settings and regulations.
• Strong proficiency with the Microsoft Office Suite of products.
• Excellent attention to detail and able to deliver on a variety of disparate asks whilst maintaining high standards of accuracy.
• Ability to model a coach-approach in interactions to promote skill development.
• Ability to solve complex problems based on prior experience, subject expertise and current legislation/best practices.
• Effective at establishing, building, and developing positive working arrangements and relationships with colleagues and external Health & Safety organisations.
• Able to work with a high degree of autonomy.
• Demonstrates sound Health and Safety knowledge and practices.
• Excellent time management skills with ability to organise work to meet deadlines and resources wisely and economically.
• Ability to demonstrate a willingness to accept increased responsibility.
• Ability to easily learn new software programs specific to this position and to the organization.
• A good team player who recognises the contributions made by others.
• Takes responsibility for finding and implementing solutions to problems as they arise and to know when to escalate.
• Fosters and promotes Health and Safety responsibility for yourself and others.
• Ability to work with staff from different cultures and who speak different languages other than English.
• Everyone who works for us, or with us, shares our Values, which are formed around our concept of CARE (Commitment, Ambition, Respect and Excellence). We are proud and committed to ensuring we bring this to life every day, for ourselves, each other and those who lost their lives.

Your key duties are set out within this job description. From time to time, you may be required to perform such other reasonable duties that fall outside your job title or key job duties, should this be necessary to meet the needs of the Commission.

Signatures

Name of Job Holder: Signature: Date:

Name of Line Manager: Signature: Date:

August 2023