

## CLASSIFICATION JOB INFORMATION

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|--------------------------------|------------------------------------|
| SAP Job ID:                    | 90005869                           |
| Position/Classification Title: | Program Administration Officer 1-2 |
| Pay Grade:                     | PR 06-10                           |
| Add-On Eligibility:            | False                              |
| Standardized:                  | No                                 |
| Inactive                       | No                                 |
| Date Last Evaluated:           | 4/30/2025                          |

## JOB INFORMATION

|                              |   |
|------------------------------|---|
| Job/Working Title:           | OHS and PC Refresh Administrator          |
| Department:                  | Service Nova Scotia                       |
| Division/Section:            | Internal Operations                       |
| Reports To (Position Title): | Director Corporate Development - 90000347 |
| Exclusion Status:            | Non-Excluded                              |

## OVERALL PURPOSE

Under the direction of the Director, Corporate Development (Director), the OHS and PC Refresh Administrator assists in developing and maintaining a comprehensive Occupational Healthy and Safety program, and administers the department's computer refresh program. This includes assisting in writing OHS policies and procedures (e.g., OHS Management System), staff training, liaising with other government departments on OHS matters, and participating in inter-departmental OHS committees.

The OHS and PC Refresh Administrator provides support to the whole department including senior management, managers, and staff in offices across the province. This includes the provision of computers as well as promoting, interpreting, and providing advice on OHS matters based on legislation, policy and best practice.

## KEY RESPONSIBILITIES

### OHS Duties:

- Participates in planning, developing, implementing and maintaining an effective OHS program designed to identify, eliminate and/or control workplace hazards. May participate in investigations, hazard assessments or inspections, as needed.
- Provides advice on OHS matters based on OHS legislation, corporate and departmental policy and best practice, including resolving or responding to complaints from staff around workplace hazards and OHS requirements. Under the direction of the Director, develops information materials such as OHS best practices, processes, procedures, and SharePoint content.
- Participates in and provides advice and support for the work of the department's various Joint Occupational Health and Safety Committees (JOHSC) for Service Nova Scotia's 30+ workplaces.
- Analyzes, interprets, and evaluates data from Environmental Health Safety Management (EHSM) reports, workplace inspections, and JOHSC minutes to create reports, determine associate trends and recommends appropriate corrective action to the Director. Monitors unresolved tickets and follows up with managers and other involved parties to assist in resolving all reported OHS incidents, safety concerns and near misses.
- Maintains relationships with the Public Service Commission and other departments' occupational health and safety specialists including participating in inter-departmental OHS committees.
- Participates in planning, developing, coordinating and delivering effective OHS training for departmental staff.
- Completes gap analysis in areas of training, inspections, floor wardens, hazard identification, complaints, non-compliance, and incident reports, and identifies measures required to reduce gaps. Forwards reports of results to the Director.
- Works with SNS Facilities and Support Services and managers to design and manage the building fire/evacuation and floor warden plan. Assists in emergency incidents of an occupational health and safety nature that may be outside of the scope of normal activities.

### PC Refresh Duties:

- Manages the physical inventory of computers available to the department. Analyzes reports and data to forecast computers due for refresh and ensure an adequate refresh and emergency supply. Monitors and maintains hardware inventory levels and performs physical inventory counts.

- Procures computers via the standard IT procurement process, including creating the appropriate Ministerial Approvals.
- Monitors the PC Refresh budget and provides regular expenditure reports to the Director.
- Receives, unpacks, and coordinates imaging, setup and deployment of computers to employees based on the end supported warranty date.
- Responsible for IT surplus at head office including analyzing it for redeployment at SNS or shipping it to the IT Asset Management Surplus warehouse.

**Related Duties:**

- Assists in improving processes to support effective delivery of the OHS and PC Refresh programs. Balances priorities and internal client service expectations.
- Support the Facilities Team &/or the Records and Information Management Team from time to time, as requested.

May perform other related duties as assigned

In addition to the duties and responsibilities outlined in the job description, this job may include other, assignment-specific requirements (ex: French language, drivers license, membership in an employment equity group or security screening, etc.)

## PEOPLE MANAGEMENT

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|---|---------------------------------|---------------------------|
| Type of Role  | <b>X Individual Contributor</b> | Manages/Supervises People |
| Other Resources (e.g., Internal/External Project Resources, Consultants, Students, Casuals, etc.) | N/A                             |                           |

## SCOPE

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|----------------------------|---|
| <b>Contacts (Typical):</b> | <p>Within Government</p> <p>Ongoing contact with Service Nova Scotia staff at all levels within the department, staff in other department's OHS divisions, staff at the Public Service Commission for OHS activities, staff at CSDS for the computer refresh program.</p> <p>Outside Government</p> <p>Contact with industry, professional associations and agencies, OHS and training consultants from other jurisdictions.</p>  |
| <b>Innovation:</b>         | <ul style="list-style-type: none"> <li>• Seeks to understand individual perspectives and concerns and accurately hears the unspoken or partly expressed thoughts, feelings and concerns of others. Specifically, actively listens; for example, repeating what was heard to check understanding, particularly in difficult conversations.</li> <li>• Thinks through situations of varying degrees of complexity and ambiguity, in order to understand them clearly. Specifically, sees multiple relationships; for example, identifying several likely causes or consequences of a situation.</li> <li>• Manages, tracks and attends to multiple pieces of information, bringing order and clarity.</li> <li>• Invites individual cooperation; for example, inviting the sharing of alternative solutions or viewpoints.</li> <li>• Identifies and meets the needs of clients, being continually focused on outcomes for clients.</li> </ul>  |
| <b>Decision Making:</b>    | <p>Direct Responsibility</p> <ul style="list-style-type: none"> <li>• Works with some supervision. Provides guidance based on interpreting and applying knowledge of laws, regulations and policies related to OHS. Analyzes information from multiple sources to draw appropriate conclusions and make suitable recommendations. May consult with Director if information or interpretation is unclear.</li> <li>• Must be knowledgeable and exercise good judgement as advice given will impact budget and staff safety. This could result in serious and costly consequences for the department if incomplete or inaccurate advice is given.</li> <li>• Independently analyzes data on PCs ready for refresh and makes decisions on how many PCs to order to ensure adequate inventory. This impacts budget.</li> <li>• Problems or decisions that must be referred to the Director include issues that require escalation beyond the role's scope, as well as seeking approval for funding of items, programs, processes, or when there is need for new resources such as AED machines, maintenance contracts.</li> </ul> |

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|                           | <p>Indirect Responsibility</p> <ul style="list-style-type: none"> <li>• Advice provided by the role can significantly impact the department through higher operating costs, or due to costly legal action. Incorrect advice could also result in a negative image of the department or could lead to dangerous situations with potentially devastating consequences for particular individuals or groups.</li> </ul> |
| <b>Impact of Results:</b> | The primary results are to minimize OHS incident occurrence, risk management, and risk reduction techniques. Creation of safe and healthy workplace practices to improve the office environment for the department. Ensure staff have the PCs they need to support their work and ensure procurement protocols are followed.   |
| <b>Other:</b>             |  |

## LICENSES/CERTIFICATIONS

Valid NS Driver's license

## WORKING CONDITIONS

### Physical Effort

Work activities involve short periods of moderate physical effort. Activities typically require a variety of muscle movements with frequent need for speed and coordination. May involve uncomfortable positions or physical movement causing moderate levels of strain or fatigue.

May require travel to offices across the province to metro or regional facilities to ensure that OHS projects or surplus PCs projects are proceeding on schedule and as required.

### Physical Environment

Works in an environment with exposure to acceptable working conditions. Occasional exposure to mild unpleasant or disagreeable conditions (e.g., dust, dirt, noise, etc.) and possibility of accident or health hazards is minimal.

Sometimes exposed to construction environments with noise, dust, and fumes from materials being used. Occasionally required to lift heavy boxes, furniture, or equipment, and to work in an awkward position when managing PC Inventory or accommodating changes based on work in OHS.

### Sensory Attention

Work activities involve a need to concentrate on a variety of sensory inputs for short durations, several times a day, requiring attention to detail. If interrupted, some lost time is experienced to backtrack and continue activities. The need for detailed or precise work and/or repetitive tasks is moderate.

Frequently listens to people's requests via telephone and in person and is required to sift through and read a high volume of material and detailed reports, both hard copy and electronic, in the process of gathering and organizing information from internal clients and vendors to synthesize information into concise reports with key facts. Often includes reviewing complex documents and providing advice to clients and users under tight timelines. Must ensure documents are simple and concise and that the messaging is clear and apparent.

### Psychological Pressures

Work activities are performed in an environment with occasional exposure to one or more psychological pressures (e.g., deadlines, repetitive work, moderate unpleasant public/client situations, etc.). Has the ability to largely control the pace of work with few interruptions. The degree of psychological stress is not noticeably disruptive to the work, and the unpleasant reaction is not too strong/persistent. Disruption to personal life due to work, work schedules or travel is moderate.

Faces a constant string of deadlines, and has to continually re-prioritize, e.g., what problems can be ignored temporarily because something else is more demanding. Travelling to observe staff in their facilities or address PC issues can add to work pressures upon return. Implementation of corporate legislated responsibilities, policies, and procedures is stressful due to the complexity of the subject matter and the operational pressures faced by the Departmental management team whose members often do not appreciate the requirement for such.

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| <b>Additional Information:</b> |  |
| <b>Data From Conversion:</b>   |  |