

SGEU Up-in-Range

The following posting is in accordance with the clauses dealing with "In-Hiring Rate of Pay".

Permanent Full-time

ADM026234 - Program Support

Ministry: Executive Government>027 Parks Culture and Sport

Grade and Job: SGEU.06., PDP - SGEU

Salary Range: \$26.002-\$32.589

Rate Approved: \$ 31.000 per hour

Key Responsibilities of position:

The Ministry of Parks, Culture and Sport has an exciting opportunity for a flexible, self-starter to join the Safety and Training Unit as Program Support.

The ideal candidate will be instrumental in achieving the Ministry's goal of Mission: Zero, including continuous improvements in health, safety and wellness performance(s) to reduce incidents and worker injury/illness.

Our candidate of choice will demonstrate the values of excellence and innovation, respect and integrity, and working as one team.

In this position, you will be part of a team responsible for the development, coordination, and delivery of the Ministry's safety and training programs. You will be required to:

- Develop and maintain processes for hard and electronic filing and records management systems, including managing records retention; - Manage processes and conduct reporting of all work-related injuries to WCB and handle all related correspondence;
- Manage employee safety training lifecycle and administer learning management system and online safety training programs;
- Audit safety and training program information and conduct analysis and reporting of incident and injury data. Provide input toward changes to programs, policies, procedures, and forms;
- Provide information, interpretation and advice to staff, clients and other agencies regarding safety and training program requirements;
- Perform typical administrative/office duties and oversee all office/building coordination for multiple Ministry branches;
- Lead and manage procurement processes for service providers and goods suppliers. Develop contracts/service agreements for external safety training providers; and
- Manage Automated External Defibrillator (AED) and Personal Protective Equipment (PPE) Programs.

Ideal Candidate

To be successful in the role, you will have:

- The ability to accurately enter, format and access data using various computer software applications including Microsoft Office 365 (i.e., Word, Excel and PowerPoint) and Oracle based programs;
- Excellent oral/written communication skills to be able to share information to a variety of audiences that builds support, educates and promotes understanding;
- The ability to synthesize information and analyze data to produce reports;
- Experience recording and organizing a wide variety of information in a clear, concise, accurate and timely manner which allows others to understand;
- The ability to work independently and as a team member with other individuals and organizations to meet program and Ministry goals and objectives; and
- Knowledge of office and administration procedures, including basic financial and procurement processes.

Typically, the knowledge and experience required for this position is obtained through:

- Successful completion of a Business or Office Administration certificate; and
- Experience using a variety of computer software applications such as Microsoft Office 365 (Word, Excel, SharePoint and Outlook).
- A Health & Safety Administrator certificate from a recognized safety association is an asset.
- An equivalent combination of training and experience may be considered.

This position will require travel on an occasional basis and provides an opportunity to travel to multiple worksite

Qualifications of person Appointed:

- Secretarial Diploma
- Educational Assistant Certificate
- 20 years relevant experience

Submit challenges to staffing@gov.sk.ca

Closing Date: May 31, 2026