**SENIOR SAFETY MANAGER**

**Florida**

**Company Description:**
The Florida Chamber of Commerce, "Florida's Business Advocate," tasks itself with the mission of being the leading voice of business and acting as the driving force to secure Florida's future. Focused on the principles of Accountability, Collaboration, Communication, Member & Customer Service, Integrity, Loyalty, Respect, and Success, the Florida Chamber of Commerce has ambitious initiatives in place. As Florida grows by leaps and bounds, strategic planning around establishing and growing important infrastructures has been pushed to the forefront. ‘Vision 2030’ is leading Florida to a diverse and sustainable economy through its tenets of global competitiveness, prosperity & high paying jobs, as well as vibrant & resilient communities. One important aspect of this is the new Florida Chamber Safety Council which will provide critical training and services to small and midsize business members.

**Position Summary:**
The Senior Safety Manager will report to the Chief Strategy Officer and under minimal supervision, will facilitate/instruct on behalf of the National Safety Council (NSC) and Florida Chamber Safety Council (FCSC). Must effectively facilitate the course as it is written in the course Instructor Manual in order to maintain the integrity of FCSC & NSC, courses and training contracts. Manages classroom materials (course guides, sign-in sheets, etc.), keeps accurate classroom records, and reports student completions within required time restraints. Follows all rules and regulations deemed in the Instructor Guides and any FCSC program specific rules and procedures. Represents Florida Chamber Safety Council in the classroom, keeps control of their assigned class at all times, and administers necessary tests as required by the individual contracts. Instructors are required to provide their own transportation to assigned classes (locations where the instructor teaches will be predetermined and agreed upon by the instructor and FCSC).

During office time between trainings, the Senior Safety Manager will reach out to members to introduce himself, the role, the services that can be provided, and to overall build relationships. As the need for instructional services grows, so will the team. Eventually the Senior Safety Manager will lead a team of other trainers who will work regionally to provide these critical trainings and services to members.

**What Makes this a Great Opportunity:**
- Become a valuable member of the Florida Chamber of Commerce team as they work strategically to meet the growing needs of Florida’s businesses.
- As the inaugural Senior Safety Manager of the Florida Chamber Safety Council, you will be instrumental in how this organization partners with members and provides critical training and services to members; you will be the ‘boots on the ground’ and face of this council as it is rolled out to the state of Florida during this first year.
- Work in partnership with a business development professional to help to grow the business, thus impacting your ability to develop and grow your own role for long term career expansion.
- As you establish yourself and the council as a valuable resource and tool, building credibility and also growing the need for the training and services to be provided by you, you will be able to gradually add to your team. Over time, you will grow the business services of the council and eventually have a team of individuals reporting to you who will regionally conduct valuable classroom instruction to members across Florida.
- Feel like you are positively impacting the lives and quality of living for all Floridians as you will be working toward the greater goals of the Florida Chamber of Commerce’s Vision 2030.
Essential Responsibilities:

Course Facilitation/Instruction
- Facilitates/Instructs Courses in a classroom setting and per the designated curriculums’ Instructor Manual.
- Adheres strictly to the Instructor Guides and FCSC program specific rules and procedures.
- Maintains control of the classroom at all times.
- Administers tests/quizzes as required by the contract.
- Reports student completions, test results, incidents outside of the normal class facilitation, and any other pertinent information within the time frame required.
- Maintains an appropriate quantity of classroom supplies.
- Represents Florida Chamber Safety Council with the utmost integrity including upholding the reputation of FCSC/NSC, the specific program goals and objectives, and the reputation of the contract or governing agency.
- Must arrive at training site a minimum 30 minutes before class is to begin.
- Travel will be required for many programs.

Curriculum Development
- Develops and presents effective training programs in accordance with NSC and FCSC standards.
- Researches possible development solutions to address competency gaps and previews programs.
- Analyses and thinks critically and creatively to facilitate development of concepts into training opportunities that meet client needs.
- Prepares training plans, including cost analysis.
- Consults with other safety training staff as needed.
- Assists in development of additional training materials and curriculum.

Working Conditions / Professional Development
- Regularly required to stand and talk or hear.
- Frequently required to sit; use hands to handle, or feel and stoop, kneel, crouch, or crawl.
- Occasionally required to walk and reach with hands and arms.
- Must be able to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- Maintains a flexible work schedule, including evening and weekend work to meet unusual time demands of specific programs, must be available for travel.
- Maintain professional growth and development through scheduled training or retraining, update seminars, round table discussions, and instructor development seminars.
- Join professional and social organizations to participate in member related activities.

External Relationships
- Communicates frequently with members and prospective members. Communicates with membership development staff of other safety councils, with appropriate staff of the National Safety Council, and with members of the FCSC Advisory Board as required. Communicates frequently with training facilities and experts in occupational safety and health, traffic/transportation safety, and community safety. Maintains good working relationship with officials and professionals in the field of occupational safety and health.

Other Job Duties
- Instructor Development – Attends scheduled training or retraining, update seminars, round table discussions, and instructor development seminars as required and scheduled by FCSC.
- Promotes a knowledge-sharing culture and a climate of continuous learning and improvement.
- Responsible for classroom safety. Follows safety policies and practices specific to job/position and level.
- Other duties as assigned.
Travel Responsibilities:
- Frequent travel around the state of FL is required to facilitate training

Success Criteria:
Your success will be measured based on:
- Facilitating effective classroom instruction for members on various safety topics
- Growing the business through proactively reaching out to members to build relationships and offer the services that you can provide
- Effectively meeting the goals of the Florida Chamber Safety Council, particularly as they pertain to the total impact of reaching the goals of Vision 2030.

Basic Qualifications:
- Two to five years' previous work experience within an EH&S role (including a teaching/training component)
- Proficient with current technology, computer systems and business office applications

Desired Experience and Traits:
- Strong background in classroom instruction
- Occupational safety experience
- Excellent relationship building skills
- Previous experience building and managing a team
- Professional demeanor, self-motivated, dependable, flexible, high-energy / “can do” attitude individual
- High level of discretion and judgment; ability to maintain sensitive or confidential information
- Excellent written and verbal communications skills required
- Must be a self-starter with the ability to work independently
- Data integrity and an ability to teach the course as it is written is a must
- Must be highly detail-oriented and possess good time management and organizational skills
- Ability to communicate with and rely on information provided by staff to make quick and effective classroom decisions
- Enthusiastic attitude and positive outlook with a clear focus on high quality and fulfilling commitments in a timely manner
- Team player with ability to work with groups to achieve program outcomes

Educational Requirements:
- Bachelor’s Degree in Occupational, Health & Safety, Business, or related discipline; or, equivalent combination of education and experience
- CSP (Certified Safety Professional) Designation; other safety-related and instructional certifications are desirable

Compensation:
- Competitive base salary with bonus opportunity

Benefits:
- Medical Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability (Short-Term Disability also available)
- Flexible Spending Accounts
- 401(k)
- Tuition Reimbursement
- Paid Time Off (Holidays, Vacation, Sick Time)
Relocation:
- Complete relocation package may be available for an excellently qualified candidate
- Preference given to candidate residing in the state of Florida, preferably centrally located

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EEO Job Category: (1.2) First/Mid Level Officials Managers

For Further Information Contact:
Michelle Speiser
Senior Recruiting Consultant
michellespeiser@thenovogroup.com
262-439-9646