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| 295426-20060112 CITY OF OTTAWA**Coordinator, Regulatory Assurance**Transportation Services Department, Safety, Regulatory, Training & Development Service, Regulatory & Compliance, Quality, Control & Assurance Branch1 Full-time Temporary Position (up to 1 year) - 35 hours/week**Salary:** $63,022.96 to $89,387.48 annually (2021 rates of pay)**Competition #:** 2021-EX-EN-53318598-01**Job Summary**Coordinates safety and regulatory compliance activities for Transit Services, both bus and rail, with a specific focus on regulatory compliance for the Confederation Line and the Trillium Line. Provides expertise on regulatory requirements and compliance matters relating to the Safety Management System, regulatory affairs, regulatory reporting requirements, systems assurances activities, risk management activities, and auditing requirements. Supports and coordinates compliance with the Safety Management System and Security Management System and liaises with all Transit Services’ service areas to ensure compliance with all regulatory/safety/security requirements and recommendations.The incumbent acts as a point of contact with federal and provincial regulatory agencies, and maintains stakeholder relations with internal City partners, contractors for the City, and represents Transit Services at various internal and external meetings. The Coordinator, Regulatory Assurance is responsible for monitoring legislative changes, reviewing legislation, drafting regulatory filings/submissions, coordinating regulatory submissions, supporting Stage 2 regulatory reporting, managing external audit support contracts, and acting as a spokesperson for the employer at regulatory meetings. Directs the implementation of branch strategies including policy development and monitors the safety landscape for changes in regulatory requirements.**Education & Experience**Four (4) year degree in a general program with courses in subject areas of engineering, operations management, and/or occupational health and safety.5 years of progressively responsible experience in a Municipal government capacity or a light rail environment working with safety and regulatory compliance projects to include experience:* developing, implementing and managing a multi-disciplinary safety management system in rail, transit, airline, or other similar industry.
* developing a risk identification and hazard management program in an industrial environment; and
* interpreting and applying applicable legislation/regulations to ensure regulatory compliance.

We thank all candidates for their interest, however, only those selected to continue in the selection process will be contacted.The City of Ottawa promotes the principles of diversity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. We encourage applications from women, Aboriginal peoples and persons of all races, ethnic origins, religions, abilities, sexual orientations, and gender identities and expressions. The City of Ottawa provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted to proceed to the selection process, please advise us if you require any accommodation.Accessible formats and communication supports are available upon request. Please contact theHR Service Centre at 613-580-2424, extension 47411.For more information and to apply, visit our career site at [**http://ottawa.ca**](http://ottawa.ca).  |