

## Quality, Research and Training Specialist

To Safety Partners, the QRT (Quality, Research and Training) group is knowledge, quality, and consistency management of services and EHS program implementation. To support these efforts, the QRT department is responsible for continually monitoring and disseminating information on evolving regulations, advances in best practices surrounding safety program delivery, the onboarding and mentorship of new consultants, development of internal and external trainings.

As our consultants regularly engage in knowledge sharing by leveraging the expertise of their peers to resolve client issues providing the most accurate and current information possible, QRT is an essential pillar to organizational success.

### **Job Responsibilities**

- Assist with maintaining the quality and accuracy of templates, training presentations, and various EHS program documentation to ensure accurate and consistent information is available to staff providing EHS services.
- Assist with mentoring and onboarding new consultants by providing one-on-one support.
  - Review and update professional development plans on a routine basis
  - Consistently hold routine calls/meetings with new employees to continually monitor progress
  - Work closely with Team Leaders to ensure thorough oversight of the mentoring and support process.
- Support consultants that are providing routine EHS consulting services to clients to expand the depth and knowledge across our entire team. This entails both supporting client work and mentoring consultants in specific areas of EHS services.
- Research topics and provide concise advice on regulatory requirements.
- Assist with online and classroom course and presentation development.
- Assist with all aspects of routine client EHS services. This involves hands-on development and implementation of client EHS programs, including but not limited to biosafety, chemical safety, radiation safety, hazard communication, emergency preparedness, and other OSHA specific safety programs.
- This also involves:
  - Establishing and maintaining EHS permits and licenses in compliance with Federal, State, and Local regulations.
  - Conducting Job Safety Analyses for hazardous materials processes.
  - Working with client staff to bring about a high-level match of EHS culture and worker safety activities to written policies, procedures, instructions and manuals.
  - Coordinating and facilitating safety committees.
  - Preparing and delivering training to fulfill regulatory requirements and ensuring client employees are fully aware of the safety program.
  - Coordinating specialized training, such as RCRA, DOT, IATA, OSHA HAZWOPER, CPR, First Aid, and AED.
  - Maintaining complete documentation of all aspects of the EHS program.

### **Qualifications**

- Bachelor's degree in Life Sciences; Biology or Chemistry degrees strongly preferred.
- Master's degree or PhD in Life Sciences preferred.
- 5-7 years of EHS related work experience in a laboratory based setting is essential (biotechnology, pharmaceutical research, academic science, or medical technology science preferred)
- Prior experience developing and executing on EHS related training programs
- Knowledge of four or more of the following: OSHA, DEP, EPA, RCRA, DOT, DPH, MWRA, NIH, NFPA, DEA, CDC regulations as they pertain to life science, nanotechnology or engineering companies.

### **Required Skills and Competencies**

- Strong professional communication and written skills with staff of all levels.
- Ability to positively interact internally among the client staff, Safety Partners' staff, and externally with regulatory agencies.
- Must be highly organized and possess strong prioritization skills, with ability to manage multiple projects simultaneously.
- Must possess superior soft skills, adaptability, and flexibility to adjust to the needs of consultants and clients in order to implement practical programs.
- Independent problem solving with little supervision. This includes the ability to interpret regulations and develop guidance around program implementation.
- Productivity and resiliency in a dynamic, fast paced consulting environment.
- Must be able to drive into Cambridge/Boston, MA, up to 5 days per week.
- Must be able to lift up to 50 lbs.
- Proficient in the use of Microsoft Office Suite.
- Experience and comfort with public speaking.

### **What you need to be successful in this role**

- Service oriented with personable positive attitude.
- Ability to successfully negotiate and promote safety programs and services.
- High level of organization, strong time management skills, and deadline management skills.
- Strong initiative to dig into resources efficiently and effectively.
- High level of professional judgement and critical thinking.
- Ability to continuously look for ways to improve the quality of client programs, to improve our staff professional development, and to advance and share our collective knowledge and experience across Safety Partners.

### **Preferred Training**

- OSHA HAZWOPER Operations Level or above.
- Industrial Hygiene courses relevant to laboratory settings.
- 40 hour Principles and Practices of Biosafety or courses targeting biosafety in research labs.
- 40 hour Radiation Safety Officer Course.