



The University of North Carolina Wilmington
ENVIRONMENT, HEALTH & SAFETY PROGRAM MANAGER
COMPETENCY PROFILE

Description of Work: Environment, Health, and Safety (EHS) program managers plan, coordinate, and manage EHS programs. They may supervise practitioners and technicians, along with support personnel. These managers use their knowledge of EHS practices to oversee a variety of activities, examples including but not limited to industrial hygiene, radiation safety, ergonomics, emergency management, environmental protection, biological safety, or occupational safety. They determine technical goals within broad outlines provided in conjunction with higher-level managers and senior administrators, including finance, research, and other leaders. Managers use communication skills to establish detailed plans to accomplish goals. They establish administrative procedures and policies to promote/encourage compliance with applicable best practices and state and federal requirements. They apply their knowledge of administrative procedures, such as budgeting, human resources, and supervision. Managers provide leadership in the planning, organizing and managing of work operations, objectives and goal setting. May set budgets for programs and allocate staff, training, and resources. Hire and supervise EHS practitioners, technicians, and support personnel to carry out specific parts of each program.

ROLE DESCRIPTIONS BY COMPETENCY LEVEL		
CONTRIBUTING	JOURNEY	ADVANCED
EHS program managers at this level often serving in a dual role as the Practitioner. They may supervise lower level practitioners and technicians, along with support personnel. These managers use their knowledge of EHS practices to oversee a variety of EHS programs and activities, either a program with variety, scope, and complexity or highly technical or specialized professional area. They determine technical goals within broad outlines provided in conjunction with	EHS program managers at this level plan, coordinate, and manage safety, health or environmental programs of moderate size and complexity. They supervise practitioners and technicians, along with support personnel. These managers use their knowledge of occupational health, safety, and environmental practices to oversee a variety of EHS programs and activities. They determine technical goals within broad outlines provided in conjunction with higher-level managers	TBD

higher-level managers and senior administrators, including finance, research, and other leaders. Managers use communication skills to establish detailed plans to accomplish goals.	and senior administrators, including finance, research, and other leaders. Managers use communication skills to establish detailed plans to accomplish goals.	
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Competency	Definition
Knowledge – Professional	Possession of professional skill and/or knowledge in EHS issues including applicable best practices and state and federal requirements.
Program Planning, Organizing, and Management	Develops EHS policies. Implements corrective action programs; conducts trend analysis and prepares and analyzes annual reports; insures compliance with standards; performs technical work; designs EHS and accountability measures
Communication	Develop and carry out effective communications strategies, related to EHS programs. Craft and deliver messages related to complex and technical ideas to a broad audience, including the general public, media, public officials and high level administrators.
Supervision/Leadership	Administers and provides compliance with established human resources policies and procedures by identifying work competencies, recruiting, selecting, developing, counseling, disciplining, and evaluating performance of employees to develop/retain a diverse workforce.
Change Management	Ability to plan and implement change initiatives to programs. Ability to support innovation and creativity by encouraging staff to accept and resolve challenges. Ability to remain flexible to meet constantly changing and sometimes opposing demands. Develop EHS programs to incorporate institutional initiatives

Competency	Contributing	Journey	Advanced
Knowledge – Professional	Applies knowledge of local state and federal rules, regulations to determine and/or promote strategies for compliance in EHS programs; stays current with trends in EHS. Demonstrates understanding of the area of specialization and its respective program procedures, methods, and practices. Ability to direct staff in the delivery of program services	Demonstrates in-depth knowledge in the university programs and of applicable areas of EHS specialization, the program, process, and/or organizational operation. Requires knowledge of organizational structure, functions, and services, programs, office procedures and practices.	Demonstrates advanced program knowledge, including acceptable interpretations, applications, and allowable exceptions of written policies and procedures in EHS areas. Independently reviews and responds to significant programmatic issues and crisis as they occur.
Competency	Contributing	Journey	Advanced
Program Planning, Organizing, and Management	<ol style="list-style-type: none"> 1. Monitors EHS program budget. 2. Oversees program of limited size and scope. 3. Contributes to long range planning efforts through implementing and monitoring short-range objectives. 4. Understands and executes EHS program quality 5. Complies with EHS measures and guidelines 	<ol style="list-style-type: none"> 1. Develops and implements EHS program budget. 2. Manages program of moderate size and scope. 3. Assists with and makes recommendations for long-range planning goals 4. Develops, evaluates and modifies EHS program quality procedures. 5. Coordinates and trains others to ensure compliance with EHS measures and guidelines. 	<ol style="list-style-type: none"> 1. Develops, implements EHS program budget of moderate complexity, including various budget sources. 2. Manages program of large size or complex scope. 3. Develops long-range planning effort and provides input into institutional plans. 4. Manages EHS program quality of some scope and complexity. 5. Manages compliance with EHS measures and guidelines.
Communication	Communicates with individual work units or entire institution on program elements. Updates existing communications.	Communicates programmatic information outside of the institution. Interprets rules and regulations internal and	Communicates major investigation and actions, internal and external to the organization, including the

		external to the organization.	media. Interprets rules and regulations internal and external to the organization, in consultation and technical resource in developing response to the media.
Competency	Contributing	Journey	Advanced
Supervision/Leadership	<p>1. N/A</p> <p>2. Implements work plans; conducts performance reviews with the assistance of a higher-level manager.</p>	<p>1. Recognizes and provides employee career development opportunities in order to meet program goals.</p> <p>2. Develops and implements work plans; conducts performance reviews; and participates in the disciplinary and grievance processes, as needed. Plans and delivers on-the-job training.</p>	<p>1. Designs and funds employee career development opportunities in order meet program or organizational goals.</p> <p>2. Ensure compliance with performance management policies and procedures. Recommends resolution of disciplinary and grievance issues, as needed. Reviews and authorizes training opportunities for unit/organization.</p>
Change Management	Responds to and implements EHS programmatic changes.	Recommends and develops EHS programmatic changes to meet changing best practices, rules and regulations. Stays abreast of new initiatives in the field.	Recommends, develops and implements EHS programmatic changes to meet changing best practices, rules, regulations and institutional goals. Stays abreast of new initiatives in the field, and assesses applicability to the university.

