



Making a difference...together

# Leadership Opportunity

## Manager, Occupational Health and Safety

*Executive Services – Human Resources and Corporate Safety*

Competition	<b>19/242</b>
Status	<b>Exempt Management</b>
Salary Range	<b>\$99,930 – \$117,565 annually (2020 rates)</b>
Review of applications begins	<b>4:00pm on December 16, 2019, but the position will remain open until filled.</b>

### Position Purpose

The Manager, Occupational Health and Safety provides leadership and oversight for a range of Occupational Health and Safety (OH&S) initiatives and programs. Reporting to a senior occupational health and safety leader, and working closely with and providing leadership to a team of professional staff, the Manager provides professional support and leadership to the ongoing development, implementation, coordination and administration of the CRD's occupational health and safety programs and initiatives, including those related to operational and capital programs. In addition, the Manager positively and actively contributes to the success of the CRD's disability management program and efforts.

### Key Accountabilities / Position Outcomes

- Provides leadership and expert advice and support to the organization in all areas of Occupational Health and Safety (OH&S).
- Reviews, monitors, inspects, investigates and audits a variety of occupational health and safety components of CRD operating and capital programs, and takes appropriate corrective measures to ensure compliance.
- Supports the development, maintenance, implementation and assessment (auditing) of the CRD's OH&S systems, policies and programs to enhance the culture of safety and ensure compliance with legislation.
- Ensures corporate compliance with all OH&S program aspects, and contributes to and supports as necessary: accident/incident investigation; emergency response; first aid attendant coordination and support; workplace safety compliance; risk assessments/safety inspections; contractor safety coordination; and related
- Establishes, implements, updates and audits OH&S policies and protocols and safe work procedures.
- Provides senior level professional leadership, support and guidance on all matters related to WorkSafeBC, including liaising on claims submissions and management, appeals, return to work programs, and related processes.
- Leads, develops and delivers safety coaching initiatives and OH&S training initiatives.
- Assists in facilitating the determination and prioritization of health and safety issues and initiatives.
- Acts as the incident investigation coordinator for serious workplace incidents and injuries (including near misses). Prepares the report and recommends appropriate preventative or corrective actions.
- Document Control responsibilities includes updating storing OH&S documents on the OH&S Corporate SharePoint site. Checking for accuracy and reviewing and updating technical documents (e.g. manuals and workflows)
- Collaborates with members of Human Resources to develop, implement, maintain and monitor HR and corporate initiatives and ensures that all initiatives and day-to-day duties are linked to and consistent with department and corporate direction.
- Provides subject matter expertise to Occupational Health & Safety Committees as required; may co-chair Occupational Health & Safety Committee as assigned. Provides leadership and coordination to ensure the Corporate OH&S site is maintained, including ensuring materials are reviewed and updated consistently with a goal to ensure ongoing internal and external compliance.
- Performs other duties as assigned.

## Qualifications

- Degree in a related field and 5-8 years of relevant professional experience in OH&S; or equivalent combination of certification and experience. Experience in a unionized environment preferred. Canadian Registered Safety Professional (CRSP) designation, or eligibility, required.

## Role-specific Knowledge, Skills & Abilities

- Excellent knowledge of OH&S legislation and best practice OH&S procedures. Ability to understand and contribute to the development of policies and procedures.
- Experience in working with large scale operating and capital operations, such as would be found in a large scale local government operation.
- Extensive knowledge of the Occupational Health and Safety Regulation, Workers' Compensation Act as well as related Federal, Provincial and municipal regulations and legislation.
- Exceptional experience in accident investigation techniques, WorkSafeBC claims management, workplace inspections, and occupational hygiene testing; a demonstrated ability to provide advice and support to managers, supervisors, employees and Health & Safety committee representatives; hands-on experience in designing/implementing safety initiatives and delivering safety training to diverse work groups
- Significant ability to implement, administer and evaluate OH&S programs.
- Experience in SharePoint, including document control systems, data integrity and records classification.
- Demonstrated ability to provide leadership during operational emergencies with emphasis on OH&S and regulatory compliance.
- Demonstrated project management skills.
- Demonstrated ability to proactively build a strong network of relationships and partnerships.
- Proven leadership and teamwork skills with demonstrated abilities to ensure accountability, work collaboratively and influence others.
- Ability to balance shifting priorities, and to work in a fast paced environment.
- Detail oriented with a focus on results.
- Excellent interpersonal and highly effective communication skills (written and verbal).
- Ability to use systems, tools and own organizational skills to work independently organize workload and set priorities that balance operational and strategic activities ensure records and documents are maintained appropriately, and allows for flexibility to meet constantly changing and unrelenting deadlines.
- A valid BC Driver's license and use of own vehicle is required.
- This position requires an acceptable Criminal Record Check.

## Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at [www.crd.bc.ca](http://www.crd.bc.ca) under "Careers".

**The CRD wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.**



## APPENDIX A - Leadership Profile

CRD Leaders are champions for creating an accountable, high performance, service oriented organization that makes a difference in our community. They pay attention to shifts and trends in an ever-changing and complex environment and think strategically to serve residents, businesses and local governments today while developing a sustainable organization for the future.

### Leadership Summary: (P3)

Leaders at this level are generally recognized as fully qualified professionals who apply their in-depth knowledge and experience and best practice in their own discipline to respond to a wide range of moderately-complex and complex problems and situations. They interpret and respond to client needs and improve products or services in their own area. Working with minimal direction, they monitor and control costs within their own work, explain difficult issues to establish consensus, and promote teamwork, potentially coaching and guiding others.

### CRD Leadership Competencies:

*While CRD Leaders are accountable to all Leadership Competencies, the following have particular relevance to this position:*

#### Thinks Strategically

Thinks strategically when analyzing issues, making decisions and prioritizing actions, including:

- Takes an organizational perspective
- Ensures client and stakeholder interests are considered
- Aligns decisions and actions with the CRD strategic plan
- Assesses social, economic and environmental trends for opportunities and challenges

#### Sees the Big Picture

Understands and helps others see the complexity of the CRD environment, including:

- Identifies connections, relationships and possibilities between and within different parts of the CRD
- Considers the impact of actions on other areas and/or the whole organization
- Helps others to connect current actions with the vision and strategic goals of the CRD
- Reviews and adapts plans to take advantage of emerging opportunities and to address changes in other areas.

#### Understands the Politics

Uses an understanding of the complexity and nuances of own political arena (internal and external) to gain stakeholder support, including:

- Communicates relevant and timely information and alternatives to help stakeholders make decisions
- Anticipates barriers and motivators for stakeholder support
- Balances the nature of communication between informing and influencing
- Uses an understanding of timing to take the right action at the right moment to gain stakeholder support

**\*\*note:** internal stakeholders can include decision makers, those who allocate resources and/or superiors

#### Builds Partnerships

Pulls people together to accomplish goals that could not be reached individually, including:

- Uses formal and informal networks to identify opportunities for collaboration

- Invites participation from diverse groups with common interests
- Balances consensus building skills with negotiation and influencing skills to achieve outcomes
- Empowers team members to take joint ownership of outcomes

### **Models Integrity**

Inspires trust by maintaining high personal standards that align with the values and philosophy of the CRD, including:

- Follows through on commitments and communicates progress
- Invites input and displays a genuine interest in the ideas and concerns of others
- Cultivates an open, respectful and transparent work environment
- Demonstrates humility by admitting errors and learning from mistakes

### **Fosters Innovation**

Fosters innovation at all levels of the organization to serve the public in new and better ways, including:

- Creates a safe environment for learning and experimentation
- Highlights and celebrates innovation throughout the CRD
- Values the learning gained from unsuccessful ventures
- Approaches new ideas with a respect for and understanding of historical practice