

HEALTH & SAFETY SPECIALIST VACANCY



REPORTS TO

The Health and Safety Specialist reports directly to the Director, Health and Safety Services.

PURPOSE OF POSITION

To review, monitor, revise, and develop OH&S resources for BCCSA's training department courses, Technical Advisory Committee's projects, Regional Safety Advisors, and website resources.

GENERAL DESCRIPTION

Under the guidance of the Director, Health & Safety Services, the Health & Safety Specialist will serve as the primary contact for projects and, specifically aiding in the development of new OH&S resource recommendations stemming from the TAC sub-committees or industry-related inquiries. This individual can, when called upon, provide strategic information to Management and others, and will be required to use judgement when making decisions regarding the delivery of OHS Resources. This individual will be responsible for the data integrity of programs with which they have direct involvement.

DIRECT DUTIES

- Ensure the BCCSA resources on the website are current, relevant, and accurate. This includes performing reviews of said resources.
- Assists with Mental Health/ Psychological Safety Program and Resources, as required
- Works in conjunction with the Training Platform and Learning Support Coordinator on the development of the NCSO program, assists with the Study Session and professional development of new NCSOs (courses, resources, mentorship program)
- Develops presentations and resources for the RSAs or other stakeholders, as required
- Collaborate on the development of courses in conjunction with stakeholders. This is to ensure the utmost accuracy in OH&S content within these resources
- Assess resource and training needs by consulting with internal stakeholders, subject matter experts, to ensure accuracy and relevance of content on an annual basis or as required
- Determines and defines project scope and objectives by planning and managing resources needed to reach objectives in an effective and efficient manner
- Ensure quality of products, consistency, and that standards for designing, developing, delivering, and maintaining resource/training materials are followed
- Provides project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
- Measures project performance to identify areas for improvement and monitors progress and adjusts as needed to ensure the meetings of deadlines and project delivery. As such, also supervises the quality assurance (QA) process as it relates to projects
- Lead external safety campaigns, represent BCCSA at conferences/tradeshows, and advocate for its initiatives
- Review annually and update OH&S documents and resources and/or as regulations change and liaise with WorkSafeBC as required
- Provide regular statistics and progress updates and summaries to BCCSA management
- Undertake additional tasks as the situation demands

COMMUNICATIONS

- Provide excellent customer service to internal and external stakeholders
- Promote BCCSA programs and services to companies within the construction, aggregate, and ready-mixed industries

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- Represent BCCSA at trade shows and other public meetings as assigned
- Where appropriate, liaise with WorkSafeBC

HUMAN RESOURCES

- Assist in BCCSA's advocacy to promote staff, passion, fun and commitment to excellence in the workplace

SPECIFIC SKILLS AND KNOWLEDGE

The ideal candidate will have:

- Bachelor's degree in a pertinent field, or an equivalent combination of education, training, and experience
- Post-secondary certificate in occupational health and safety, or equivalent combination of education, training, and experience
- Minimum 7- 10 years of experience in project coordination and health and safety training role supporting a large portfolio of activities
- Education and experience in Adult Education is an asset
- Experience in the construction industry is an asset
- OH&S auditing experience is an asset
- Experience developing and delivering OH&S training materials and resources
- Strong communicator who enjoys working with and talking to a variety of people, and forms solid working relationships across all modes of communication (in person, phone, email, video, etc.)
- Takes initiative, and is energized by supporting multiple stakeholders and managing multiple priorities with minimal supervision
- Experience interacting with members of an advisory or board committee is a strong asset
- Excellent English verbal and written communications
- Excellent in Office 365 suite and Adobe Professional, including word processing, spreadsheet and database management, project management, and presentation creation
- Effective technical writing skills – able to translate a technical concept into “plain” language
- Experience with the use of mixed online media for the development of educational resources
- Demonstrated experience for coordinating and supporting team projects, requires experience in a multidisciplinary setting
- Ability to work on multiple projects simultaneously with a proven ability to complete same according to agreed to scope, budget and timelines
- Experience with the preparation and presentation of reports which requires excellent interpersonal and analytical skills

This position is continually reviewed and revised as necessary, at minimum, annually and subject to change.

SPECIAL REQUIREMENTS

- A valid Class 5 Drivers Licence and occasional use of a vehicle may be required within and outside the lower mainland
- An “outgoing” person with a passion for health and safety

Interested candidates should submit their resume, cover letter and salary expectations to hr@bccsa.ca.