

REPORTS TO

The Health & Safety Coordinator reports directly to the Manager, Health & Safety Services.

PURPOSE OF POSITION

This position is responsible for providing administrative and coordination support to the Health and Safety Services Manager, and the department, and is responsible for the administration of BCCSA's internal occupational health and safety (OH&S) program.

GENERAL DESCRIPTION

Operating in tandem with the Manager, the Health & Safety Coordinator supports the administrative functions of the department, including the Technical Advisory Committees (TACs). The coordinator uses their skills, knowledge, and experience to effectively communicate with the Manager and team, Committee members, and others at BCCSA to keep priorities moving forward. No two days are the same, and this highly organized individual moves between priorities such as responding to committee member requests, documenting meeting minutes, following action items, and creating templates, bulletins, presentations, and other necessary safety documentation. The coordinator is responsible for the integrity of the programs with which they have direct involvement.

The ideal candidate is a strong administrative coordinator who understands safety and construction concepts and comes with a National Health & Safety Administrator (NHSA™) certification or has excellent experience with an organization's OH&S program (preferably in construction) or has worked for a health and safety organization.

DIRECT DUTIES

Coordination on behalf of the Health & Safety department and its Manager.

Program's Administration

- Draft emails, memos, and other communications on the department's behalf
- Respond to stakeholder correspondence related to safety issues and OH&S programs
- Conduct regulation reviews as required and develop reports for industry groups
- Contribute to social media content and publications to promote BCCSA's safety services and resources, and update Health & Safety information and industry resources on the website
- Support BCCSA's annual Safety Conference, and represent BCCSA at industry events
- Maintain comprehensive and accurate records, documents, templates, photos, and reports via a document management system
- Ensure accurate record keeping of applicable databases and programs
- Provide administrative support to the broader Health & Safety team as instructed by the Manager

Technical Advisory Committee (TAC) Administration

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- Respond to Committee members' and stakeholder's queries related to Committee work and projects
- Schedule Committee meetings and reminders, prepare meeting agendas, document, and circulate minutes and action items
- Develop new documentation for committee projects and priorities
- Develop (or assist in development) of industry resource material
- Collect and present statistics and progress reports to the TACs monthly, or as requested
- Organize and manage small projects and priorities from planning through implementation

Support BCCSA's OH&S Program

- With the Director, lead BCCSA's OH&S program, including ongoing participation in the Joint Occupational Health and Safety (JOHS) Committee
- Spearhead internal safety initiatives
- Act as the BCCSA COR Internal Auditor to ensure that BCCSA retains its COR certification
- Review and update OH&S documents and resources as regulations change, and liaise with WorkSafeBC as required
- Provide regular statistics and progress reports to BCCSA executives

Other duties as required

SPECIFIC SKILLS AND KNOWLEDGE

The ideal candidate will have:

- Minimum 5 years of experience in an administrative role supporting a large portfolio of activities
 - Experience in the construction or safety industry is an asset
- 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.)
- Experience leading and managing small to medium sized initiatives with competing priorities
- 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
- Highly proficient in MS Office 365 suite and Adobe Professional, including word processing, spreadsheet and database management, and presentation creation
- Effective technical writing skills – able to translate a technical concept into "plain" language
- Understands the importance of a safety culture and can lead BCCSA's OH&S program. These skills and experiences are an asset:
 - Post-secondary certificate in occupational health and safety, or equivalent combination of education, training, and experience
 - NHSA™ designation, or the willingness to obtain
 - OH&S auditing experience
 - OH&S / Joint Occupational Health & Safety Committee leadership

Ability to

- Exercise a high degree of initiative and judgment
- Organize and manage concurrent projects and meet tight deadlines

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- Conduct research and analyze data/information when required
- Work under limited supervision in a multi-tasking environment
- Process high volume of work accurately and efficiently
- Problem solve, and identify solutions that support continuous improvement
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SPECIAL REQUIREMENTS

- Travel will be required within and outside the lower mainland
- A valid Class 5 Driver's License and access to a vehicle
- A "dedicated" person

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

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

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