



JOB POSTING

Date: April 10, 2018

Competition: #18-21

**APPLICATIONS ARE INVITED FOR THE FOLLOWING
FULL TIME REGULAR POSITION**

Position: Manager, Health, Safety and Emergency Management

Division: Human Resources

Reporting To: Associate Vice-President, Human Resources

Summary:

The **Manager, Health, Safety and Emergency Management** provides leadership and support to management and employees by planning, developing, implementing, maintaining and promoting JIBC's integrated health, safety, and emergency management programs. In addition, the incumbent ensures that the necessary policies, procedures and protocols are in place to effectively support these initiatives.

The incumbent is responsible for developing organizational capacity and implementing initiatives which help to foster an organizational culture that embraces health and safety and emergency preparedness across JIBC.

Primary Responsibilities:

General

- Ensures JIBC is compliant with all applicable legislation including the provincial Occupational Health and Safety Regulation and the Workers' Compensation Act.
- Ensures that all necessary risk assessments, safety audits and hazard analysis are conducted and that their outcomes are integrated into plans, procedures and related initiatives.
- Collaborates with managers, employees and other stakeholders across the JIBC community to identify needs, collect input, foster ownership and develop solutions which meet the diverse needs of the Institute.

Occupational Health and Safety:

- Provides leadership and support to the JIBC's Joint Occupational Health and Safety Committees, assumes co-chair role where appropriate;
- Develops and maintains JIBC's Occupational Health and Safety Program in compliance with provincial legislation and regulations, including:
 - Development of policy, procedures and guidelines related to program elements such as ergonomics, violence in the workplace, workplace Inspection, accident investigation, WHMIS.
 - Overseeing the investigation of serious incidents/accidents at JIBC campuses and conducting accident investigations when necessary, and ensures investigation outcomes are acted upon.
 - Development and implementation of awareness campaigns, training programs, drills and exercises which meet organizational needs.
- Provides suitable management/coordination, development, implementation, and evaluation of program initiatives;
- Develops and implements suitable audit and review practices, to ensure continuity of the OH&S Program;
- Administers the BCGEU support staff collective agreement as it relates to health, safety and emergency responsiveness, representing management in the grievance process, as appropriate.

Emergency Management:

- Establishes and maintains a pan-institute emergency management committee to provide program oversight, direction and guidance;
- Develops, maintains and implements the JIBC Emergency Management Program including:
 - All-hazard strategic and operational plans and procedures
 - Hazard-specific procedures including prevention/preparedness, response and recovery measures
 - Awareness/education activities for staff, faculty, students and related stakeholders.
 - Training plans which meet the operational requirements of the organization.
 - Enhancing Workplace Response Team capacity at the New Westminster Campus, Maple Ridge Campuses and other campuses as necessary.

Primary Responsibilities cont'd:

- Exercise plans including suitable discussion-based, drills and other operational exercises to education personnel and validate plans/procedures
- Reviews, updates and maintains JIBC's Business Continuity Plan in consultation with schools, divisions and departments;
- Provides suitable management/coordination, development, implementation, and evaluation of program initiatives;
- Actively participates in and represents JIBC on the BC Post-Secondary Emergency Planners' Committee;

Other:

- Represents JIBC on internal and external committees, as appropriate;
- Acts on behalf of the Associate Vice-President Human Resources as and when required;
- Consults and provides expertise to the JIBC community in the area of health and safety;
- Performs other related duties as required.

Qualifications & Requirements:

Academic:

- Bachelor's degree in a relevant field from a recognised post-secondary institution;
- Emergency Management Certificate, CRSP (Canadian Registered Safety Professional) qualification or eligibility to qualify for CRSP;
- Certified Emergency Planner (CEP), Canadian Risk Management (CRM), or a related designation is an asset;

Other Knowledge/Training:

- Demonstrated knowledge of the theories, principles and practices of:
 - Accident Investigation
 - Ergonomics
 - Health and safety legislation and regulations
 - Employee wellness programs
 - Health and Safety and Systems
 - Health and Safety Auditing
 - Risk Assessment and Risk Management
 - Violence in the workplace programs
 - Emergency Management Systems
 - Incident Command Systems
 - Critical incident stress management
 - Crisis communication management strategies
 - Employee training programs
 - Exercise design and facilitation
- Strong organizational, analytical and leadership skills together with an ability to ensure effective decision-making within a collegial environment;
- Excellent written, verbal and interpersonal communications skills together with proven experience in resolving conflict;
- Training experience and current knowledge of issues, regulations and best practices in the areas of violence prevention, health and safety and emergency management;
- Demonstrated ability to model appropriate professional, ethical and collaborative behaviours consistent with the responsibilities of the position;

Related Experience:

- A minimum of 5 years' experience in Occupational Health and Safety and Emergency Management, OR the equivalent combination of education, training and experience;

Salary Range: \$75,500 - \$90,800 (Pay Grid 10 on the Excluded Compensation Plan)

Position is under review to be determined for exclusion.

Posting Date: April 10, 2018

Closing Date: April 27, 2018

Start Date: ASAP

Please submit a resume and covering letter quoting Competition #18-21 to:

E-mail: hr@jibc.ca

For more information about this position, please contact:

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Associate Vice-President, Human Resources

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Justice Institute of British Columbia is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, Aboriginal peoples and persons with disabilities.

