



EMPLOYMENT OPPORTUNITY

Manager, Health and Safety

Competition No.: 2022-040
Permanent Full Time/ External
Corporate Services



www.rdn.bc.ca

SKILLS/EDUCATION

- Undergraduate degree in Occupational Health and Safety, Human Resources or a related field.
- Five years of related experience in a local or regional government setting; or an equivalent combination of training and experience.
Canadian Registered Safety Professional designation or eligibility for immediate designation is also required.

APPLICATION DETAILS

Please quote competition 2022-040 and submit a cover letter and resume clearly outlining your education, experience, and qualifications as they relate to the position. [CLICK HERE](#) to apply.

Applications will be accepted until:
4:00 pm, on Friday May 17th, 2022

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

A Criminal Record Check is required as a condition of employment with the Regional District of Nanaimo.

ORGANIZATIONAL PROFILE

The Regional District of Nanaimo is seeking a Manager of Employee Health, Safety and Wellness to join our team.

The Regional District of Nanaimo (RDN) is one of 27 regional districts in the Province of British Columbia. Regional Districts strive to ensure all provincial residents have an effective form of local government, while also representing municipal residents on regional issues. The RDN provides regional governance and services to the municipalities of Nanaimo, Lantzville, Parksville, and Qualicum Beach, as well as seven unincorporated Electoral Areas. Established in 1967, the RDN is British Columbia's fifth most populous Regional District of 27 throughout the province, and home to more than 155,000 people.

ABOUT THE ROLE

The successful candidate will be responsible for leading Occupational Health & Safety (OHS) for the Regional District through the strategic and innovative advancement of OHS principles and policies to ensure a safety first work environment for all employees, building strong relationships with key stakeholders and supporting the RDN operational departments to ensure all worksites are in compliance with WorkSafeBC (WCB) legislation, regulations and guidelines. Accordingly, this position will provide support to the Town of Qualicum Beach one day per week, in this same capacity.

QUALIFICATIONS

Undergraduate degree in Occupational Health and Safety, Human Resources or a related field, plus five years of related experience in a local or regional government or industry setting; or an equivalent combination of training and experience. Canadian Registered Safety Professional designation or eligibility for immediate designation is also required.

This permanent full-time excluded position offers a competitive compensation and benefits package. Please visit the RDN website at www.rdn.bc.ca for more information on the Regional District of Nanaimo.



REGIONAL DISTRICT OF NANAIMO

JOB DESCRIPTION

POSITION TITLE: **MANAGER, EMPLOYEE HEALTH, SAFETY AND WELLNESS**

REPORTS TO: Manager, Human Resources

SUBORDINATE POSITIONS: Term Coordinator Position

POSITION SUMMARY:

Leads Occupational Health & Safety (OHS) for the Regional District through strategic and innovative advancement of OHS principles and policies to ensure a safety-first work environment for all employees. Builds strong relationships with key stakeholders and supports Regional District of Nanaimo (RDN) operational departments to ensure all worksites are in compliance with WorkSafeBC (WCB) legislation, regulations and guidelines. Conducts audits and reviews of existing health and safety policies and practices, advises employees on safety procedures, conducts safety trainings and inspections, and addresses incidents and injuries. Also responsible for management of the RDN's relationship with WorkSafeBC representatives as well as for the management of WorkSafe BC claims and the disability management program.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Reviews, adheres to, and directs the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
2. In conjunction with operational department managers, other Human Resources staff and the General Manager, Corporate Services leads Occupational Health and Safety (OHS) programs and initiatives to ensure a safe work environment for all employees.
3. Provides direction and advice to all levels of management, union and employees in the following areas:
 - Employee health and safety and the development of appropriate training, records management and programs to support employee safety;
 - Ensuring compliance with WorkSafeBC legislation, regulations and guidelines;
 - Development, review and implementation of OHS policies, procedures and practices as necessary to ensure consistent corporate application and best practices;
 - Management of joint occupational health and safety committees.
4. Liaises with WorkSafeBC and union representatives to maintain ongoing positive working relationships in relation to workplace safety.

5. Responsible for WSBC incidents claims management. Reviews claims and analyzes incidents to determine if there are preventative measures to implement. Works in collaboration with Human Resources staff to advise departments on return-to-work issues and supports modified return-to-work plans where appropriate.
6. Represents the RDN in WorkSafeBC claims appeals and review board hearings; Workers Compensation Appeal Tribunal (WCAT) hearings; and occupational safety and health hearings. Prepares submissions to WorkSafeBC regarding notices of compliance and responds to inspection orders under review or appeal.
7. Oversees disability claims and related insurance provider requirements including support of return-to-work plans.
8. Develops and manages the corporate records management systems for safety related training, incident investigations, and disability management to identify trends, provide corporate statistics and make recommendations to improve safety performance.
9. Keeps current on changes to safety related regulations and legislation and advises on necessary adjustments to the RDN safety management programs and policies. Communicates changes and ensures new guidelines are implemented and understood by all relevant parties.
10. Builds relationships with municipal, public sector and private sector health and safety specialists to further knowledge of best practices. Participates on relevant committees and associations such as the BC Municipal Safety Association.
11. In an emergency situation that requires the activation of the RDN's Emergency Operations Centre (EOC), may be called upon and assigned a role and/or tasks to support the EOC.
12. Provides leadership to employees and management on health and safety strategy. Takes a lead role in internal occupational health and safety reviews and audits. Lead change management in enhancing a safety-first culture. Conducts site visits and spot audits.
13. Performs other related duties as directed.

REQUIRED EDUCATION AND EXPERIENCE:

Undergraduate degree in Occupational Health and Safety, Human Resources or a related field, plus five years of related experience in a local or regional government setting; or an equivalent combination of training and experience. OHS experience from the industry is an asset.

Designation or eligibility for immediate designation as a Canadian Registered Safety Professional.

Sound knowledge of and ability to interpret and apply relevant regulations, legislation and acts such as WCB legislation and BC Occupational Health and Safety regulations in an organization with multiple operational departments with varying requirements.

Ability to build and maintain effective relationships with internal and external contacts under circumstances that may be highly sensitive and adversarial; expert relationship building skills; excellent critical thinking and decision-making skills.

Excellent written and verbal communication skills and the ability to provide leadership skills to recommend and implement change are essential.