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Position Title: Program Manager, Prevention Services

Position Status: E24438/24

Department: Human Resources and Corporate Services

Employee Group: Exempt

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: Professional / Technical, Level P4B (\$138,719 - \$163,194 annually)

To apply for this opportunity, please email your resume, cover letter, to:

Allan Welyk

President & Director

ELEVATE Search Group

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Our Human Resources and Corporate Services Department is seeking a Program Manager, Prevention Services within Corporate Safety, who will lead a team of safety and industrial hygiene professionals in support of safety services for all Metro Vancouver departments. This Program Manager will coordinate the development and ongoing maintenance of safety standards, programs, training, exposure monitoring, and prevention initiatives as part of Metro Vancouver's Safety Management System and to advance the organization's safety culture. This position is responsible for Metro Vancouver's incident reporting and investigations systems and WorkSafeBC claims and reviews/appeals. Excellent interpersonal and relationship-building skills are required to liaise with internal and external partners and multi-disciplinary teams.

You are: an experienced safety leader with 7 years of recent, related progressive experience supplemented by a bachelor's degree in a science related discipline, or diploma in occupational health and safety, or an equivalent combination of training and experience. You have exceptional technical and communication skills and strive for continuous improvement. You will work to strengthen and promote the organization's health and safety culture. You understand the importance of regulatory compliance and have the ability to build and maintain strong and innovative safety systems. You work collaboratively in a team environment.

The Program Manager, Prevention Services reports to the Director, Corporate Safety.

This role:

- Manages the Prevention Services program and provides strategic direction and oversight for the development, implementation and maintenance of standards and programs for the Safety Management System (SMS) for Metro Vancouver. Troubleshoots issues that arise and works with multidisciplinary teams to resolve; measures the success of corporate safety programs and addresses shortfalls.
- Responsible for overseeing high-risk work activities, programs and interactions with WorkSafeBC related to regulatory compliance. Collaborates with managers and the union to implement safe work procedures and standards.
- Responsible for supporting all WorkSafeBC incidents claims management. Reviews claims and analyzes incidents to determine if there are preventative measures to implement. Works in collaboration with Human Resources to advise managers on return-to-work issues and encourages modified return-to-work plans where appropriate.
- Guides staff on matters related to the WorkSafeBC Occupational Health and Safety Regulations, the Workers Compensation Act and on specific incidents or issues at regular meetings and working groups such as the Joint Safety Council, Joint Health and Safety Committee, and crew safety meetings.
- May represent the organization 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. Oversees the corporate incident reporting and investigation system (IRIS) and ensures the organization's submissions comply with criteria and deadlines.
- Oversees the provision of safety training and industrial hygiene services at Metro Vancouver in support of identified prevention initiatives and strategic safety objectives.
- Keeps current on changes to safety related regulations and legislation and advises on necessary adjustments to the corporate safety management system. Communicates changes and ensures new guidelines are implemented and understood by all relevant parties. Maintains contact with local university and post-secondary health and safety programs and current research, trends and developments in the safety industry.
- 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, BC Water and Wastewater Association, the Canadian Society of Safety Engineering, and the American Industrial Hygiene Association (BC-Yukon).
- Accountable for the Corporate Safety/Prevention Services and Safety Training budget preparation and reporting; ensures the appropriate allocation of costs. Monitors and controls spending to ensure the effective and efficient expenditure of allocated funds; guides and directs staff on cost control; and contributes to the preparation of long range financial plans.
- Responsible for hiring, supervising, directing and motivating staff and monitors performance towards corporate objectives; ensures staff adhere to corporate and board policies. Leads, coaches, mentors and develops staff recognizing the importance of training. Resolves technical, operational or relational issues staff encounter while doing their work
- Performs duties as one of several Metro Vancouver corporate safety duty officers on a 24/7 rotational basis. Responsible for coordinating the response, notifications and actions required to address emergencies and incidents across Metro Vancouver.
- Performs other related duties as required.

To be successful, you have:

- 7 years of recent, related experience supplemented by a bachelor's degree in a science related discipline, or diploma in Occupational Health and Safety; or an equivalent combination of education, training and experience.
- Designation or eligibility to immediately obtain designation as a Canadian Registered Safety Professional (CRSP).
- Considerable knowledge and ability to interpret and apply relevant regulations, legislation and acts such as WCB legislation and the BC Occupational Health and Safety regulations in a complex multi-union environment. Sound knowledge and understanding of safety management system principles. Demonstrated expertise in addressing compliance issues and managing WCB claims, appeals and hearings.

- Demonstrated knowledge of the safety related considerations and processes for a large scale utility engineering and heavy construction employer. Demonstrated and applied knowledge of high risk work activities and programs related to confined space entry, lockout, fall protection and technical rescue.
- Proven ability to use judgment to resolve complex challenges; flexible and able to develop and revise strategies to address problems and changing circumstances. Demonstrates persistence in overcoming obstacles and considers the diverse and long term implications of decisions beyond the work at hand. Strong organizational and time management skills.
- Sound budgeting and financial management skills. Demonstrated ability to manage and monitor budgets, meet financial objectives and ensure the effective and efficient expenditure of allocated funds.
- Excellent oral and written communication skills, including the ability to effectively listen, persuade others, and support the resolution of problems. Ability to guide managers on occupational health and safety issues, identify problems and provide recommendations for change. Displays a high degree of professionalism and tact.
- Excellent business writing skills, including the ability to write non-routine correspondence regarding claims or appeals. Excellent oral presentation skills for diverse audiences including the WorkSafeBC review division, Workers Compensation Appeal Tribunal and employees.
- Ability to build and maintain effective working relationships with internal and external contacts under circumstances that may be highly sensitive and adversarial. Skill in dealing openly, tactfully and sensitively in a variety of situations including dealings with the public, member municipalities and other stakeholders. Builds a strategic network of relationships with outside groups relevant to field of specialty. Contributes to the team with constructive ideas and experiences; effectively deals with disagreements to prevent escalation of conflict; seeks to include team members in decisions that will impact them.
- Sound ability to lead, supervise, coach and guide others while enhancing individual and team effectiveness. Ability to mentor and foster the development of direct reports and provide advice to a number of 'support but does not report' working relationships. Sound understanding of and ability to apply labour and employee relations principles and practices including applicable collective agreements.
- Proficiency using Microsoft Office programs including Word, Excel and Outlook.
- Valid BC Class 5 Driver's

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).