

# JOB POSTING

**Date:** May 24, 2022

**Competition:** #22-49

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## HEALTH AND SAFETY SPECIALIST

Are you looking to have meaningful impact in an organization with an important public safety mission? Are you ready to shape, guide, and embed a safety program across a complex institution? We have an exciting opportunity for a Health & Safety Specialist to contribute to the development, implementation, coordination, and administration of JIBC's Health and Safety Program, including Emergency Management and Wellness. This position reports to the Senior Manager, Health, Safety and Emergency Management at our New Westminster Campus with potential hybrid on-campus/remote work arrangements.

### Justice Institute of British Columbia:

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator with a mission to develop dynamic justice and public safety professionals through its exceptional applied education, training, and research. JIBC offers internationally recognized education that leads to certificates, diplomas, bachelor's degrees, and graduate certificates; exceptional continuing education for work and career-related learning and development; and customized contract training to government agencies and private organizations worldwide. Each year, over 36,000 students study with us at one of JIBC's six campuses in B.C., online, or at locations in more than 150 BC communities and sites across Canada and the world. Our education contributes to safer communities and a more just society by providing professionals, including police, fire, paramedics, and justice and public leaders, with the knowledge, skills, and abilities to excel at each stage of their careers and make a difference every day.

### Position Summary:

As the Health & Safety Specialist, you will work collaboratively across the organization to enable effective and sustainable workplace safety for staff, students, and the public. You will contribute to the development, implementation, coordination, and administration of JIBC's Health and Safety Program, and lead the Employee Wellness portfolio. You will ensure that our commitment to equity, diversity, and inclusion, is reflected in our safety programs, risk management practices, and incident response. As the Health & Safety Specialist, you will contribute to the overall success of the People and Culture team, and ensure that all programs, processes, and team services contribute to the strategic direction and workplace culture of the organization.

### Major Responsibilities:

- Manages and coordinates assigned Health, Safety and Emergency Management (HSEM) programs, such as: communicable disease prevention; MSI prevention; violence prevention; etc.;
- Develops, communicates, and maintains HSEM policies and procedures;
- Manages and coordinates training, drills, exercises, and awareness campaigns to support and reinforce HSEM programs and procedures;
- Ensures the quality and consistency of risk assessment, workplace inspection, and investigation processes;
- Provides both proactive and situational advice to all levels of the organization;
- Collects, manages, and reports on HSEM data;
- Leads Employee Wellness portfolio to address both physical and mental health.

## Qualifications:

### Academic:

- Bachelor's degree in a relevant field from a recognized post-secondary institution;
- OHS degree, diploma, or certificate preferred;
- Canadian Registered Safety Professional (CRSP) preferred;
- Canadian Registered Safety Technician (CRST); Certified Health and Safety Consultant (CHSC); Certified Emergency Planner (CEP), or related designations are assets

### Experience:

A minimum of three (3) years' experience in Occupational Health and Safety; OR an appropriate combination of experience and education listed above.

### Ideal Candidate:

Our ideal candidate sees the big picture, while still paying attention to important detail. They have in-depth knowledge of OHS related regulations, codes, standards, and practices. With strong organizational, project, and time management skills, they are flexible and able to respond to changing priorities. They demonstrate strong personal leadership, managing relationships, influencing, and engaging others at all levels of the organization to accomplish common goals. They are a problem solver and coach, objectively dissecting health and safety issues, and demonstrating both creativity and sound judgement in decision-making and recommendation development. With excellent communication skills, both written and verbal, technical and persuasive, they have experience presenting and facilitating groups, writing reports, procedures, and web copy, and managing confidential conversations. They are confident in using computer programs and technology, including Office suite, database management, web applications, and hygiene tools such as gas detectors, or noise and light meters. They are committed to meaningful outcomes in diversity, equity, and inclusion, and understand the importance of indigenization within a post-secondary environment and particularly a public safety institution.

Note: Occasional travel to other JIBC campuses is required

**We offer a 35 hour work week, with opportunity for hybrid onsite/remote work options. Our total compensation package includes a benefit plan, with Extended Health and Dental, enrollment in the BC College Pension Plan, and 20 vacation days to start. We also offer 10 Personal Days annually (pro-rated in first year), as well as generous other leave entitlements.**

*Position is under review to be determined for exclusion.*

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**Posting Date:** May 24, 2022

**Closing Date:** Open until filled

Please submit a resume, covering letter and copies of academic credentials to:  
Oleg Lurye, Senior Recruiter, Element Safety Consulting Inc. at [olurye@elementsafety.ca](mailto:olurye@elementsafety.ca)

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, Indigenous peoples and persons with disabilities.

