



**Date:** November 24, 2022

**Competition:** #22-112

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

<b>Position:</b>	<b>Health and Safety Specialist</b>
<b>Division:</b>	<b>People, Culture and Organizational Planning</b>
<b>Reporting To:</b>	<b>Senior Manager, Health, Safety and Emergency Management</b>

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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 at one of JIBC's six campuses in B.C., through online education, and at locations in more than 150 BC communities, as well as sites across Canada and around the world. Our education contributes to safer communities and a more just society by providing professionals with the knowledge, skills and abilities to excel at every 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: MSI Prevention; Violence Prevention; Floor Warden program etc.;
- Leads Employee Wellness portfolio to address both physical and mental health
- Develops/contributes to, 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;

## Qualifications:

### Academic:

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

### 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 (normally same day) to other JIBC campuses is required

We offer a total compensation package that includes a benefit plan, which includes Extended Health and Dental Benefits after three months, and enrollment in the College Pension Plan upon hire. In addition, we offer 20 vacation days and 10 Personal Days annually (pro-rated in first year), as well as generous other leave entitlements.

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**Posting Date:** November 24, 2022

**Closing Date:** Open until filled

Please submit a *resume, covering letter and copies of academic credentials* quoting competition #22-112 to Element Safety via [OLurye@ElementSafety.ca](mailto:OLurye@ElementSafety.ca).

For more information about this position, please contact:

Tanya Petreman, Senior Manager, Health, Safety and Emergency Management , [tpetreman@jibc.ca](mailto:tpetreman@jibc.ca)

Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.

We encourage applications from members of groups that have been marginalized on any grounds named under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person of Indigenous ancestry.



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