



School District No. 28 (Quesnel)

Manager of Human Resources & Health, Safety & Wellness

Reporting to the Director of Human Resources, the Manager of Human Resources and Healthy, Safety and Wellness ensures that all District worksites provide a healthy and safe work environment for all employees, and that all work sites comply with WorkSafeBC legislation, regulation and guidelines. The manager is responsible for the development, implementation, and management of the health and safety program and for directing, assigning and supervising to ensure a healthy and safe work environment.

The manager is also responsible for developing, tracking and maintaining orientation practices for new staff to the district. As well, the manager will have responsibilities in the recruitment and selection of employees.

The manager also leads the Employee Health and Wellness Program and works collaboratively with employees, management, unions, and health care professionals to support the well being of employees returning to work or remaining at work.

Responsibilities:

Human Resources:

- Develop, track and maintain sound practices for the orientation for new staff to the district
- Recruitment and hiring of personnel
- Assist with teacher post and fill
- Plan and organize training opportunities for inclusive education staff in consultation with the District Principal of Support Services
- Hiring practices:
 - Included but not limited to vetting of applications, interviews, and recruitment of employees to the District
 - Supports the dispatch of Inclusive Education staff

Health and Safety – Work safe Compliance

- Plan, control, maintain and provide oversight of a comprehensive health and safety program, including WHMIS, first-aid, and safe work procedures complying with WorkSafeBC legislative requirements to support safe and healthy environments for work and study.
- Develop health and safety policies, procedures and plans in accordance with legislative requirements and best practices. Ensuring immediate and appropriate accident and incident reporting, investigations, and risk assessments, occur as required, exercising discretion and adherence to WorkSafeBC legislation and regulation, providing assistance and follow-up as necessary.
- Provide technical advice and support to the District Health and Safety Committee and Worksite Joint Health and Safety Committees.
- Develop, facilitate and track safety-training programs/courses for employees on health and safety, ensuring compliance with WorkSafeBC legislative requirements
- Orient new employees to the health and safety program and WorkSafeBC's legislative requirements

- Coordinate the promotion of health and safety awareness
- Act as a resource to all District employees to ensure compliance with District health and safety policies and procedures, and WorkSafeBC legislation and regulations
- Liaise with WorkSafeBC to ensure compliance with legislation, and proactively address health and safety issues
- Ensure that adequate First Aid coverage is in place and that designated First aid attendants are properly trained/certified. Provide oversight at work sites to ensure compliance with first aid guidelines

Wellness:

- Develop marketing campaigns and communication to promote a healthy lifestyle and/or participation in wellness program.
- Other duties related to Health, Safety, Wellness, and Human Resources as assigned

Qualifications:

Knowledge, Skills and Abilities:

- Advanced knowledge of Human Rights legislation, WorkSafeBC Safety and Regulation, Occupational Health & Safety Regulation, safe work procedures and any other requirements pertaining to healthy, safety and wellness.
- Self-starter, well organized, efficient team leader, achieve goals and objectives when dealing with varied and conflicting demands
- Excellent written and oral communication skills
- The ability to establish and engage in collaborative relationships with all levels throughout the organization and external agencies
- Excellent interpersonal skills including excellent public speaking, presentation and training skills
- Proficient with standard office applications and ability to adapt to other specialized software applications as required (e.g. Microsoft office)
- Ability to deal with emotions of people using sensitivity, tact and empathy
- Proven decision making and problem-solving skills.
- Strong ability to multi-task, influence, negotiate and resolve conflict
- Ability to provide guidance, training, and direction to others; proven ability to explain information and instructions to others
- Superior attention to detail
- Ability to work within deadlines and other time pressures
- Ability to maintain confidentiality
- Proven ability to exercise sound judgment. Actively and objectively listen and understand information presented.

Education/Certification:

- Degree or Diploma in Human Resources, Occupational Health and Safety or related program or an equivalent combination of training and experience would be an asset

Experience:

- Experience in a unionized environment, preferably in a public sector environment and/or equivalent combination of education, training and experience

- Supervision experience
- Well-developed conflict resolution skills
- Current and valid BC Driver's License and safe driving record

Other Education and Experience:

- An equivalent combination of education and experience may be considered
- Working knowledge of School District operations, policies and procedures, an asset
- Experience planning and delivering safety training programs, preferred

The salary range for this position is: \$83,487 - \$104,359 per year with a comprehensive benefits and Municipal Pension.

Placement in the salary range is determined by an assessment of qualifications and ability to meet the key requirements of the job, and consideration of internal equity comparisons.

To explore this career opportunity, please submit a cover letter and a resume, certificates and transcripts with three professional references by **May 15, 2024** to:

Wanda Klics, Director of Instruction – Human Resources
401 North Star Road, Quesnel BC V2J 5K2
Email: wandaklics@sd28.bc.ca

The Quesnel School District is an equal opportunity employer

View the original posting on Make a Future at: <https://bit.ly/44pMCem>