



ROLE DESCRIPTION

JOB TITLE: Sr. Safety Audit Advisor

REPORTS TO: Director, SAFE Companies

PURPOSE: To lead and support all aspects of the Certificate of Recognition (COR) and SAFE Companies Program with the goal of reducing injuries and fatalities in the workplace.

COMPETITION #: 2018-04

CLOSING DATE: August 10, 2018

LOCATION: Nanaimo, BC (With some travel throughout BC.)

Specific Accountabilities Include:

- Lead the SAFE Companies Safety Advisors in quality assurance activities including:
 - comprehensive review and tracking of all audit submissions,
 - ensure audits meet designated standards
 - on-site verification audits
 - auditor observations and assessments
- Supports SAFE Companies operations by overseeing verification audit plan development and execution, ensuring coverage for SAFE Companies audit quality assurance activities, assigning and monitoring work for Safety Advisors;
- Delegate work to employees, track progress and provide constructive feedback
- Assists with the continued development of Safety Auditors providing training and coaching as required to ensure effective resources for the forestry sector
- Lead consultation process with industry, COR Partners Program, other Certifying Partners and stakeholders.
- Support all registered and SAFE Certified Companies in the forest sector.
- Ensures high standards are maintained within the audit submissions from all auditors and companies.
- Provides technical advice on the safety standards and audit requirements for large, small, and independent employers;
- Liaises with internal and external auditors, industry, WorkSafeBC, and other stakeholders regarding inquiries on audit standards, activities, results, submission requirements and codes of ethics.
- Increases awareness of SAFE Companies and other program areas that the Council provides.
- Provides training for student auditors and industry employers in the area of auditing and OHS program development.

- Conducts onsite verification audits on companies as required in the SAFE Companies program.
- Conducts quality assurance and verification activities of external auditors, including shadow audits.
- Attends and participates in SAFE Companies Advisory Committee and other advisory group meetings as required
- Has the capacity to interface and engage with industry on sector specific safety concerns.
- Assists with program development and revisions that support the audit and SAFE Companies program that meets the needs of industry.
- Assists with the development, implementation and delivery of required SAFE Companies training to industry for the different audit category sizes.
- Supports other Council staff as required to support initiatives and program development.
- Interacts regularly with Council staff and stakeholders in response to immediate issues and concerns.

QUALIFICATION PREFERENCES:

- Minimum of 5 – 8 years of forestry related industry experience
- Minimum of 3 – 5 years related health and safety experience
- Experience in a supervisory or managerial role
- Safety program auditing experience required, Certificate of Recognition (COR) preferred
- Knowledge of forest sector respective policies and Occupational Health and Safety regulations
- Ability to work cooperatively with other safety professionals internal and external to the Council, including cross functionality within the organization
- Strong analytical, time management and organizational skills with an eye for detail
- The successful candidate is a driven self-starter and driven and can work with minimal direction and oversight
- Strong communication and leadership skills as well as the ability to resolve workplace issues effectively with a focus on inspiring employees to own their work and deliver better results
- Canadian Registered Safety Professional (CRSP) Certification or equivalent, or have a willingness to work towards achieving
- Strong computer skills with proficiency in Word, Excel and PowerPoint.