



JOB TITLE: Director, Business Services
REPORTS TO: Chief Executive Officer
PURPOSE: Council business management and leadership for all Council business planning, reporting, communications, contracts and funding activities

COMPETITION #: 2011-13

CLOSING DATE: November 25, 2011

LOCATION: Nanaimo, BC

Primary Responsibilities:

- Lead the Council's strategy development, business planning and reporting processes.
- Ensure high quality consistent information and messaging across all Council communications venues.
- Provide oversight and leadership for the Council's IT system.
- Ensure all Council funding/contract agreements are developed, maintained and renewed as required including preparing reports to meet funding agreements.
- Ensure that human resource systems are in place for all facets of staff recruitment, development and performance improvement.
- Support Council staff in policy, process and special project management.
- Develop and maintain a document control program / system to ensure integrity with all of the Council's documentation and information needs.
- Develop, coordinate and maintain contracts for all of the Council's work with contractors.
- Support Council staff with process mapping and workflow analysis for all programs and courses.

Specific Accountabilities include:

- 1) Planning:
 - Coordinate and resource all of the Council's strategic planning processes, including the annual workplanning process, program planning and special project planning.
 - Produce reports and analysis as necessary to support the planning process, including draft and final plans, financial, statistical and qualitative reports.
- 2) Communications:
 - Ensure the Council website and other electronic communications are up to date, accurate and responsive to the ongoing safety needs of the industry.
 - Continuously develop and improve the Council's communications with its clients so as to improve safety outcomes.
 - Ensure that the Council's program and corporate communications activities are coordinated, consistent and focused on key safety information and messages.

- Ensure that print, electronic, and in person communications activities are planned and carried out so as to maximize impact and results from the Council's communications resources. This includes leveraging social media opportunities.
- 3) Funding support:
- Maintain the Council's funding relationship with WorkSafeBC, including providing reports and advising on requirements or opportunities.
 - Develop new funding relationships with outside entities, including but not limited to training, research, and project specific support to assist in safety improvements.
- 4) Council Management, Human Resources and Information Technology:
- Ensure Council operational policies are coordinated and updated as necessary.
 - Ensure that the Council's roster of job descriptions is current and that salary reviews for Council employment categories are conducted on a regular basis to support ongoing adjustments.
 - Ensure that Council staff performance measures are set and evaluated at least yearly.
 - Take lead role, with CFO and Executive Assistant to ensure that the Council's new employee orientation/information gathering process is current and utilized.
 - Ensure that basic building operational functions are carried out by negotiating contracts where necessary, and assigning staff as needed. Work with staff to ensure ongoing operations are supported.
 - Lead IT management for the organization, by working with internal Information Technology (IT) and contracted resources and the Executive Assistant to manage operational issues and ongoing equipment purchases and systems upgrades.
 - Provide leadership on maintaining SAFE Certification status for the Council.
 - Provide assistance in Governance oversight and Board of Director support.
- 5) Project support:
- Maintain the Council's statistical and benchmarking information and supply the information necessary to support ongoing Council activities.
 - Provide special project support for initiatives under development by the Council, including policy development, business planning and project rollout.
 - Manage the Council's records and documentation management systems.
 - Monitor and manage contracts development process.

Skills & Experience:

- Experience developing project/business plans and reporting on operational performance.
- Experience with Human Resources management and developing operational and administrative policies considered an asset
- Experience managing communications activities, organization, including written and electronic communications activities.
- Experience with design and delivery of health, safety and environment programs, preferably in a forest industry setting considered an asset
- Experience working with diverse stakeholder groups to consult, problem-solve, provide information or resolve conflicts considered an asset

- Industry credibility – the ability to work effectively at all levels from the front line worker through to senior levels of First Nations, government and industry
- Ability to use Microsoft Word, Excel and PowerPoint to produce finished documents
- Post secondary education in the business area and/or EHS area preferred; however considerations will be given to applicants with solid industry experience
- A pro-active, action-oriented approach to problem solving, particularly with diverse groups

Desirable Attributes:

- Willingness to work towards achieving Canadian Registered Safety Professional (CRSP) Certification or equivalent
- Self starter – can work with minimal direction and oversight
- Strong analytical and problem solving skills
- Works well in a team based environment

Please send your resume to the attention of: careers@bcforestsafe.org