



BC Forest Safety

## ROLE DESCRIPTION

**JOB TITLE:** Manager, Program Development

**REPORTS TO:** Director, Programs & Training

**LOCATION:** Nanaimo

**COMPETITION #:** 2018-06

**CLOSING DATE:** February 15, 2019

**PURPOSE:** To provide leadership and management for: the development of injury prevention programs including the delivery and coordination of quality safety training.

### **SPECIFIC ACCOUNTABILITIES INCLUDE:**

#### **Program Development Component**

- Provides technical and strategic OHS support to clients and stakeholders across industry.
- Development of learning resources on safety issues identified by the industry.
- Researches and sources best practices and world-class safety performance methods for application in the forest sector.
- Interfaces with various public sector agencies in establishing learning resources.
- Monitors regulatory changes and conducts impact analysis.
- Writes Monthly Safety Alerts and Fatality Alerts when required.
- Leads the planning and delivery of safety conferences with the assistance of industry committees.
- Attends Industry Advisory Group meetings and manages projects identified by these groups.

#### **Training Component**

- Develops new classroom and online courses and revises existing courses, including managing contract development work. Responds to industry requests for new programs.
- Designs and develops instructor and participant manuals for training programs.
- Designs online training resources where appropriate. Participates on the learning management system (LMS) implementation team.
- Participates in department quality assurance program as required.
- Attends and participates in industry events, such as conferences, to promote BCFSC training and programs.
- Interacts regularly with BCFSC staff and stakeholders in response to immediate training issues and concerns.
- Develops and manages work plans and budgets.

**QUALIFICATION PREFERENCES:**

- Minimum 10 years of forestry related industry experience.
- Minimum of 3 – 5 years related health and safety experience.
- Technically competent in developing, implementing and delivering training programs.
- Strong supervisory, work planning, time management, facilitation and organizational skills.
- Working towards or has achieved a Canadian Registered Safety Professional (CRSP) Certification or equivalent.
- Effective and articulate written and verbal communication skills.
- Self starter and driven. Can work with minimal direction and oversight.

Please send your resume to the attention of: [careers@bcforestsafe.org](mailto:careers@bcforestsafe.org)