JOB POSTING

To Work at the BC Nurses’ Union Office (Burnaby, BC)

Job Title: OH&S Officer
Regular Full-Time

Posting #: USW-001-20
Bargaining Unit: USW 2009
Starting: June 2020

If you are interested in this opportunity, you may reference the job description below and submit your cover letter and resume to hr@bcnu.org.

Position Overview

Responsible for overseeing all aspects of workplace health and safety as an in-house expert and staff lead on health and safety matters.

Key Responsibilities

Serves as a union representative on provincial committees and provides advice and support to BCNU representatives on health authority committees.

• Advises BCNU representatives on joint occupational health and safety committees and assists them to fulfill their role as determined under the Workers Compensation Act and Regulations.

Provides advice, support and mentoring to JOHS Committee representatives and OH&S stewards.

• Develops resources and mentorship to OH&S stewards.
• Engages stewards and regional representatives to analyze and address health and safety issues.
• Mentors stewards to conduct effective investigations of accidents/injuries and providing analysis and interpretation of unusual conditions/safety concerns and recommendations to prevent future occurrences.
• Develops written resources to assist stewards in addressing OH&S issues.
• Reviews safety reports, written orders to identify concerns and trends. Determines appropriate strategies to eliminate or effectively control risks identified in accordance with regulations and works with stewards to ensure they are implemented.

Conducts member education.

• In conjunction with the Education Department, develops and delivers ongoing OH&S training to members and stewards including facilitation of in-house training courses.
• Oversees and coordinates outreach to members on OH&S issues.
Advocates on policy and legislative issues.
- Represents BCNU in dealing with regulatory agencies such as WorkSafeBC on general issues.
- Prepares position statements.
- Collaborates on provincial committees to develop best practices approaches to health and safety issues.

Serves as an in-house expert and staff lead on health and safety matters and works with other staff and departments collaboratively.
- Collaborates with LROs and other departments and provides technical expertise on OH&S grievances.
- Provides input into the operational plan and collaborates with team members to ensure successful implementation of the plan.
- Refers and/or escalates issues out of scope to appropriate BCNU resource.
- Participates in team meetings and projects.
- Orientates new staff as required.

Oversees the work of and provides work direction to assigned administrative staff.
- Participates in the efficient and cooperative use of resources and personnel.
- Delegates work appropriately to administrative staff.

Performs other related duties as assigned.

Qualifications
The successful applicant must have:

1. College or university education in an approved Social Sciences, Occupational Health and Safety and/or Nursing program or an equivalent combination of education and related experience.
2. Demonstrated experience (3 – 5 years) as an active OH&S steward, labour relations officer or safety professional including experience in negotiations with senior-level employer representatives.
4. Excellent verbal, written and interpersonal skills. Ability to work well with members, elected officers and co-workers.
5. Demonstrated ability to work effectively and provide leadership in multi-union committees.
6. Experience designing and facilitating adult education programs.
7. Proven organizational and project management skills.
9. A thorough understanding of and commitment to trade union philosophy.
10. Ability to travel throughout the province and carry a valid driver’s license.