



## **JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Regional OH&S Representative	<b>STATUS:</b>	Elected
<b>REPORTING TO:</b>	Regional Chair/Council Member and Provincial OH&S Representative	<b>COUNCIL APPROVED:</b>	September 18, 2013

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### **POSITION OVERVIEW**

As a member of the Regional Executive Team, actively participates in executive planning and decision making for the region, and participates in the executive of the plans. Represents the executive team on OH&S related matters and coordinates with OH&S stewards in worksite or the provincial OH&S on worksite issues.

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### **KEY ACCOUNTABILITIES**

#### **Works with regional OH&S stewards and others on OH&S related matters**

- Assists OH&S Stewards with organizing campaigns
- Develops a working relationship with WorksafeBC local prevention officers
- Facilitates development of a region LTD caucus and acts as a liaison and resource to the caucus
- Acts as a facilitator for OH&S education in the region and gives a OH&S report to the regional meetings which includes information on Health & Safety days and events throughout the year
- Promotes regional steward awareness of Return to Work and Duty to Accommodate issues
- Works with sites to recruit new OH&S stewards and JOHS Committee members when needed, and mentors as needed
- Maintains positive communications and keeps up to date on relevant issues
- Communicates successful health and safety initiatives in a timely manner
- Conducts needs assessments and evaluations of OH&S issues in the region

#### **Contributes to and supports the effective performance of the regions**

- Attends all regular and special meetings of the region
- Is an active participant in regional planning sessions
- Checks on the workings of the OH&S committees in the region and assists at work sites that have no OH&S steward
- Works effectively with Regional Executive Team
- Maintains accountability for time spent on union activities
- Serves on a number of committees as outlined in the Committees and Membership section below

#### **Ensures member interests are served in accordance with the organization's mission and vision**

- Works collaboratively with members to advocate for safe patient care and improvements to the social determinants of health
- Reviews minutes of workplace safety committees within the region in order to identify OH&S campaign issues, trends, problems and issues
- Identifies and reports on issues that should be addressed through collective bargaining and/or regulations

- Reports trends and issues of concern to Labour Relations Officers, Safety Officers and/or Executive Councillor, Health and Safety, as appropriate
- Assists stewards to organize worksite events by sharing information, ordering and coordinating supplies and resources

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## **COMMITTEES AND MEMBERSHIPS**

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- Member of the provincial OH&S Committee
- Member of the Regional Violence Prevention Committee (as determined by Chairs of each Health Authority)
- Member of JOHSs Committee/s
- Is a steward-at-large for the Region

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## **MEASURES OF PERFORMANCE**

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- Provision of timely information and high-quality regional reports to the Executive
- Effective execution of projects assigned
- Contribution to the progress towards regional and provincial goals
- Positive, productive relationships with members and others
- Evidence of problem solving success with stakeholders
- Effective Regional Executive Team member

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## **COMPETENCIES**

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The competencies required to successfully fill a Regional OH&S Representative position are a blend of leadership, problem solving and technical.

- **Leadership of Self and Others**
  - Leading self requires a keen self-awareness and self-management, understanding own emotional triggers, assumptions, biases, values, principles, strengths and limitations
  - Leading others requires the ability to engage others through relationship building, personal influence, teamwork, communication, and role modeling
- **Representing BCNU**
  - Operates with an understanding that Stewards are the face of the union at the worksite
  - Influencing skills to build partnerships and networks to create results
- **Technical knowledge and skills**
  - Understands the role and legal responsibilities of union representatives in regards to OH&S
  - Strong technical and historical understanding of the interpretation of the collective agreement and of the grievance process
  - Fluent in BCNU agreements and policies as well as other relevant policies, agreements and legislation related to OH&S
  - The knowledge and ability to access the information and support needed to conduct OH&S work thoroughly
  - The ability to communicate to members collective agreement language and other supporting documents

- **Critical thinking/Problem Solving**
  - The ability to examine issues and problems, problems for related issues, and think strategically about potential outcomes and best courses of action
  - Form options, and make decisions through investigative research, critical analysis of information, and the careful testing of assumptions and facts
- **Relationship Management**
  - The ability to build connections, partnerships and networks to create results
- **Conflict Fluency**
  - The ability to draw on various skill, abilities and tools in responding to conflicts arising from difference in viewpoints, priorities, values, desires, and needs
- **Communication**
  - The ability to convey information and ideas in a clear, meaningful and timely manner
  - Aware of own communication style and observant of the styles and needs of those they are engaging with, seeking input and feedback from other
  - The ability to deliver information through a variety of different media and forms, selection the one that best supports their goals and parameters
  - The ability to listen carefully and work to ensure understanding of what others are saying, thinking and feeling
  - The ability to write in a clear, concise, organized and convincing manner