



JOB DESCRIPTION

POSITION TITLE:	Regional OH&S Representative	STATUS:	Elected
REPORTING TO:	Regional Council Member and Executive Councillor	COUNCIL APPROVED:	September 18, 2013 rev: June 25, 2020

POSITION OVERVIEW

As a member of the Regional Executive Team, actively participates in planning and decision making for the region and participates in the execution of the Regional Operations Plan. Takes the lead on OH&S related matters and collaborates with the Provincial OH&S Department, Regional Mental Health Representative and OH&S Stewards on health and safety issues. Acts as a steward in the region.

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
- Acts as a liaison and resource to the region's Long Term Disability caucus, if there is one
- Acts as a facilitator for OH&S education in the region which includes information on Health & Safety days and events throughout the year
- Works with the Enhanced Disability Management Representative (EDMP), as needed to promote regional awareness of Return to Work and Duty to Accommodate processes
- Coordinates with the Steward Liaison in preparing Steward Planning Days agenda in collaboration with the Regional Executive
- Works with sites to recruit new OH&S Stewards and Joint Occupational Health and Safety Committee (JOHSC) members when needed, and mentors as needed
- Maintains positive communications and stays up to date on relevant health and safety issues
- Communicates successful health and safety initiatives in a timely manner
- Conducts needs assessments and evaluations of OH&S issues in the region
- Promotes Psychologically Healthy and Safe Workplaces
- Performs such other duties as determined by the Regional Executive Team

Contributes to and supports the effective performance of the regions

- Attends and actively participates in regional meetings and events as required
- Provides an OH&S report at Regional and Executive meetings
- Monitors worksite JOHS committees, including reviewing minutes and ensuring committee members are BCNU appointees
- Is an effective member of the Regional Executive Team
- Maintains accountability for time spent on union activities

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

- Reviews minutes of workplace JOHS committees within the region in order to identify, trends, problems and issues, including potential OH&S campaigns
- 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, Health and Safety Officers and/or the Executive Councillor with the OH&S and Mental Health portfolio, as appropriate
- Assists stewards to organize worksite events by sharing information, ordering and coordinating supplies and resources

COMMITTEES AND MEMBERSHIPS

- Member of the Provincial OH&S Representative Committee
- Member of the Regional Violence Prevention Committee (as determined by Chairs of each Health Authority)
- Member of JOHS Committee/s
- Is a steward in the region

MEASURES OF PERFORMANCE

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

COMPETENCIES

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
 - Understands the role and legal responsibilities of union representatives
- **Technical Knowledge and Skills**
 - Strong computer skills and working knowledge of Microsoft applications (Word, Excel, Outlook, etc.)
 - Willingness and ability to learn new computer platforms (i.e. ZOOM, Box, etc.)
 - Active OH&S Steward experience is an asset
 - Strong technical and historical understanding of the Collective Agreement and of the grievance process, especially as it relates to health and safety

- Awareness of the BCNU Constitution and Bylaws and Policies and Procedures
 - Fluent in relevant policies, agreements and legislation related to OH&S such as the WorkSafeBC regulations and the National Standard for Psychological Health and Safety in the Workplace
 - 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 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, selecting 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

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