

JOB TITLE:	Manager, Human Resources, Occupational Health & Safety	POSITION #:	573725
DIVISION:	Finance, People & Transformation	CLASSIFICATION:	Management Band A
DEPARTMENT/BRANCH:	Human Resources & Workplace	LOCATION:	Fort St. John
SUPERVISOR'S TITLE:	Director, Learning & Development	POSITION #:	573834
SUPERVISOR'S CLASSIFICATION:	Management Band B	LOCATION:	Fort St. John

The BC Energy Regulator (BCER) is the Province of B.C.'s life-cycle energy resources regulator. The BCER is a Crown agency with a mandate to ensure energy resource activities are undertaken in a manner that: protects public safety and the environment, supports reconciliation with Indigenous peoples and the transition to low-carbon energy, conserves energy resources and fosters a sound economy and social well-being.

As a cost recoverable, values driven organization, we prioritize safety, stewardship, and Indigenous interests throughout the full project lifecycle – from exploration to reclamation – and support the transition to clean energy. The BCER is committed to reconciliation with Indigenous Peoples, honouring the Provincial commitment to the United Nations Declaration on the Rights of Indigenous Peoples, the *Declaration on the Rights of Indigenous Peoples Act*, and the Truth and Reconciliation Commission (TRC) Calls to Action. Through fostering respectful and collaborative relationships with Indigenous partners and stakeholders, the BCER delivers on Government's priorities.

The BCER has an innovative forward-thinking workplace that demonstrates our core values. Through continuous improvement and development, the BCER is agile and responsive to the rapidly changing environment in which we operate. We are diverse and inclusive, with transparency, innovation, and integrity as foundation of our respectful culture.

## DEPARTMENT

The Human Resources & Workplace department manages the full employee life cycle, including recruitment, retention, benefits and payroll, learning and development, workforce engagement, and occupational health and safety. This department partners with leadership to ensure the organization has the right talent, skills, and training to meet its mandate.

## JOB OVERVIEW

The Manager, Human Resources, Occupational Health & Safety (Manager) is responsible for advancing a healthy, safe, and inclusive work environment across the BCER. With a primary focus on occupational health and safety (OHS), this position leads the organization's Occupational Health and Safety program, ensures compliance with all applicable legislation, and drives a culture of physical and psychological wellbeing across the BCER.

This role also supports broader human resources functions and initiatives, including employee relations, wellness initiatives, and the integration of safety into HR policies and practices. The Manager works closely with other HR team members to implement programs and initiatives that are linked to the BCER's strategic priorities and achieve a solutions based approach that drives organizational capacity, capabilities, and performance.

## ACCOUNTABILITIES

## Occupational Health and Safety

- Manage and lead the continuous improvement of the organization's Occupational Health and Safety program.
- Monitor and evaluate safety performance, identifying trends and implementing strategies to mitigate risks.
- Lead and support workplace audits, inspections, hazard assessments, incident investigations, and ensure corrective actions are tracked and completed.
- Interpret and ensure compliance with OHS legislation, standards, and regulatory requirements.
- Provide guidance and advice to leadership on health and safety legislation, standards, and best practices.
- Monitor work environments, equipment, and processes to proactively identify safety risks.
- Design and deliver training programs and sessions to increase awareness and build capacity on health, safety, and wellness topics.
- Develop, implement, and maintain OHS policies and procedures to support a strong safety culture.
- Support wellness and psychological safety initiatives across the organization.
- Assist with OHS-related claims, accommodations, and return-to-work planning.
- Collaborate with the Joint Occupational Health and Safety Committee and implement recommendations.

## Reporting and Compliance

- Maintain accurate records and documentation to support operational and compliance requirements, audits, and incident tracking.
- Product regular reports and presentations on safety metrics, trends, and improvement opportunities.

## Human Resources Support

- Advise on employee relations matters, including interpretation of collective agreements and workplace policies.
- Collaborate with Human Resources team on wellness, engagement, and inclusion strategies and initiatives that support both organizational and employee well-being.
- Other responsibilities and related duties as required.

## ORGANIZATION CHART

Commissioner, Chief Executive Officer

Chief Financial Officer, Executive Vice President, People & Transformation

Vice President, Human Resources & Workplace

Director, Learning & Development

***Manager, Human Resources, Occupational Health & Safety (Topic Position)***

## EDUCATION AND EXPERIENCE REQUIREMENTS

### Education:

- Degree or diploma from a recognized university in a related field (Occupational Health & Safety, Human Resources), and three to five years of directly related experience.
- An equivalent combination of education and experience may be considered.

### Experience:

- Demonstrated experience with safety program development and management.
- Demonstrated experience working with safety legislation, incident response, and workplace investigations.
- Demonstrated experience in the design and delivery of employee wellness initiatives and programs.
- Demonstrated experience supporting Human Resources processes such as accommodation and employee relations.
- Proven ability to build relationships, influence change, and navigate sensitive issues with discretion and integrity.
- Demonstrated experience working collaboratively with Joint Occupational Health & Safety Committees, unions, and external regulatory bodies.

- Demonstrated experience designing and delivering training sessions.
- Demonstrated experience in a unionized environment interpreting and applying policy and collective agreements.

## **KEY COMPETENCIES**

### **Communicating Effectively**

The ability to convey information clearly, accurately, and appropriately to the intended audience. It involves utilizing multiple forms of communication channels and techniques, such as verbal and written communication, active listening, and nonverbal cues, to ensure a message is understood and received as intended. It involves being mindful of the audience's needs, preferences, and cultural backgrounds, adapting the message and delivery style accordingly to facilitate mutual understanding and engagement.

### **Flexibility and Adaptability**

The ability and willingness to adjust to diverse situations and work effectively with a variety of individuals or groups. It involves understanding and appreciating different and opposing perspectives, adapting one's approach as situations change, and accepting changes within one's work. It also encompasses reacting positively to change and cooperating readily with revised methods and priorities in a changing work environment.

### **Influence**

The ability to guide and shape others' understanding of key issues and priorities to achieve corporate goals while appreciating cultural and political nuances. It involves using strategic communication and relationship building to effectively influence and align others to support organizational objectives.

### **Team Building**

The ability to develop group identity, facilitate decision-making, and foster open and effective communication within diverse teams across the organization. It involves building and sustaining trust through integrity, concern for others, consistent behaviour, following through on commitments, and promoting open communication.

17 April 2025

**Date**

Angela Cramer

**Excluded Manager**



**Excluded Manager's Signature**