

Associate Director, Employee Health & Safety

Job Summary

Reporting to the Chief Human Resources Officer, the Associate Director, Employee Health & Safety provides strategic leadership for the District's employee health, safety, and disability management programs. The position is responsible for developing and advancing long-term strategies that promote employee health and safety, ensure regulatory compliance, and support effective disability management. The Associate Director fosters a culture of health, safety, accountability, and continuous improvement by providing expert advice to senior leaders, leading policy and program development, and engaging with regulatory agencies, provincial and local committees, and key partner groups.

As a member of the Human Resources leadership team, the Associate Director oversees the Prevention and Health Services portfolios and contributes to the strategic direction of the HR department, fostering an integrated, systemic approach to service delivery, continuous improvement, and organizational effectiveness.

This is a 12-month term assignment

Responsibilities:

- Monitor legislative and regulatory developments and identify emerging trends, risks, gaps, and opportunities, and develop plans and initiatives to address organizational needs.
- Provide advice and consultation to senior leaders on employee health and safety, disability management, and regulatory matters.
- Build engagement, participation, and support for strategic initiatives through collaboration with senior leaders, administrators, unions, employees, and other stakeholders.
- Lead the development, implementation, and review of policies, procedures, and programs related to employee health and safety and disability management.
- Build and maintain collaborative relationships with unions, regulatory agencies, government partners, healthcare providers, and other partner groups.
- Represent the District at local and provincial committees, forums, and partner groups.
- Provide leadership and direction to Prevention and Health Services teams, including goal-setting, coaching, development, and performance management.
- Provide oversight of the District's occupational health and safety and disability management programs, initiatives, and practices. Ensure compliance with applicable legislation, regulations, collective agreements, and industry standards.
- Oversee the development and implementation of prevention strategies designed to reduce workplace injuries and illnesses and promote safe work practices.
- Ensure effective processes are in place for investigations, inspections, audits, hazard identification, risk mitigation, and regulatory compliance activities.
- Oversee disability management, return-to-work, stay-at-work, and workplace accommodation programs and practices.

- Collaborate with Human Resources, union representatives, administrators, healthcare providers, and external agencies to support effective employee health services outcomes.
- Provide leadership and guidance on complex matters.
- Establish and monitor performance measures to evaluate program effectiveness and support continuous improvement. Generate reports and insight to support data-driven decision-making.
- Oversee departmental resource planning and budgeting to support strategic and operational objectives.
- Contribute to vision, goals, and priorities of the HR department. Collaborate with HR leaders on connected matters.

Qualifications

Education & Experience

- Bachelor's degree in Occupational Health and Safety, Disability Management, Human Resources, or related field.
- Minimum of ten (10) years of progressive leadership experience in occupational health and safety, disability management, health services, or related field, including experience in a unionized environment. Public sector experience is preferred.
- An equivalent combination of education and experience may be considered.
- Professional health and safety designation (e.g., CRSP, CSP) is considered an asset.

Knowledge, Skills, Abilities

- Significant leadership experience with the ability to motivate and develop a team through mentorship and coaching.
- Extensive knowledge of occupational health and safety legislation, WorkSafeBC requirements, regulatory compliance frameworks, and disability management principles.
- Demonstrated ability to develop and implement management systems, policies, and standards.
- Excellent interpersonal, verbal and written communication skills with the ability to communicate, build trust, and facilitate decisions with diverse groups.
- Demonstrated ability to work with others in a consultative and collaborative manner.
- Strong analytical, problem-solving, and decision-making skills, with the ability to manage complex and sensitive issues.
- Exceptional organizational and project management skills. Ability to lead change, manage competing priorities, and drive continuous improvement in a complex environment.
- Demonstrated commitment to fostering a respectful, inclusive, and safe workplace.
- Proficiency in Office365, HRIS, and other HR technologies such as applicant tracking systems and learning management systems.
- Data literacy including the ability to define and apply metrics and analytics to facilitate learning and decision-making.

- Financial acumen and demonstrated commitment to fiscally sound and responsible decisions.

What we're offering

- Comprehensive Benefits Package
 - Extended Medical, Vision and Dental
 - Life Insurance, Short-Term and Long-Term Disability
 - Employee Family Assistance Program
 - Municipal Pension
- 13 Paid Holidays, plus Sick & Vacation Time
- Supportive workplace with a positive and productive work environment. Feel a sense of security and safety to act, speak, and reflect who you are

The salary range for this position is \$126,961 to \$158,701 per year with comprehensive benefits package and Municipal Pension.

Placement in the salary range is determined by an assessment of qualifications and ability to meet the key requirements of the job, and consideration of internal equity comparisons. The midpoint of the range represents an employee that possesses full job knowledge, qualifications, and experience for the position.

Qualified applicants can apply by clicking the "apply" button to the right of the posting found here: [Associate Director, Employee Health and Safety | School District #36 \(Surrey\)](#).

The closing date for this position is September 17th at 4:00 pm.

Surrey Schools recognizes the importance of accessibility and supporting the diverse needs of our community. If there is any accommodation you may require for your interview, whether related to accessibility or otherwise, please do not hesitate to advise and we will make every effort to meet your needs.

Note: Successful applicants will be required to consent to a Criminal Records Search prior to employment. Only those applicants selected for interviews will be contacted. To all others, thank you for your interest.