



BCTF

British Columbia Teachers' Federation A Union of Professionals
100-550 West 6th Avenue, Vancouver, BC V5Z 4P2 bctf.ca
604-871-2283 1-800-663-9163

Income Security Division **Assistant Director, Health and Safety Officer** **Term position (5 years)**

The role

Reporting to the Director of the Income Security Division and the Executive Director, the Assistant Director co-ordinates the Federation's Health and Safety Program, provides support to Field Service staff on health and safety issues, and co-ordinates the Health and Safety Advisory Committee.

Duties and responsibilities

The successful candidate will primarily be involved in:

- co-ordination of the Federation's Health and Safety Program, including support for the Health and Safety Advisory Committee.
- support for and on-going communication with Field Service staff, local presidents, PSAs, and members on health and safety matters, including training as appropriate.
- promotion of strategies to address the health and safety aspects of teacher working conditions.
- support for the network of local Health and Safety contacts.
- preparation of reports and recommendations on health and safety matters and implementation of decisions by Federation governance bodies.
- co-ordination of training initiatives on health and safety matters for locals and members.
- liaising with the BC Federation of Labour's Occupational Health and Safety Standing Committee.
- informing BCTF participation in Ministry initiatives related to health and safety and Federation responses to government/employer decisions affecting the health and safety of members.
- other duties and Federation initiatives as assigned.

Necessary qualifications

- Knowledge of health and safety issues in the public school system.
- Current knowledge of the regulations and requirements governing the health and safety of teachers and of emerging issues in workplace health and safety.
- Demonstrated skill in facilitating adult learning and the engagement of members.
- Extensive voluntary and/or elected service and teacher organization work.
- Excellent communication, organizational and administrative skills, and computer literacy.
- Demonstrated ability to lead and function effectively within a team, as well as to complete independent tasks in a timely manner and to respond positively to direction.
- University training and public school teaching experience, preferably in British Columbia.

Other

- Willingness to work evenings, weekends, and flexible to travel.
- Ability to communicate in French is an asset.

Salary: Starting salary is \$99,379 per annum depending on BCTF staff experience, if any. Full range of benefits.

Appointment date: September 1, 2018, or a mutually agreeable date; the end date for this term is August 31, 2023.

Applications: Only applications received in writing by 5:00 p.m., Monday, June 4, 2018, will be considered. Send a letter of application, citing job posting number JP1097, and résumé including reference contact information by email to postings@bctf.ca or by mail to the BCTF Human Resources Department, BC Teachers' Federation, 100-550 West 6th Avenue, Vancouver, BC V5Z 4P2. (Please contact Jeannine Coulombe at 604-871-2200 or toll free 1-800-663-9163, ext. 2200, to indicate that you have emailed your application.)

Deadline for applications is 5:00 p.m., Monday, June 4, 2018.

Because the BCTF has an affirmative action policy, an applicant may wish to provide, on a voluntary basis, information as to whether they self-identify as a member of an equity-seeking group, which includes female, trans (trans, transgender, transsexual, genderqueer, two-spirit, transwoman, transman), visible minority or racialized person, Aboriginal (Indigenous) person, person with a disability, or lesbian, gay, or bisexual person.*