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## **BCFED Health & Safety Centre – Executive Director**

The executive director is the key management leader of the BCFED Health and Safety Centre. Reporting to the president, the executive director is responsible for overseeing all aspects of the Centre and its operations.

The executive director not only understands current trends in occupational health and safety but has proven experience developing a strategic plan, applying for funding and implementing the plan. They have the vision and skills needed to spearhead change, continuing to expand on and modernize the existing success of the Centre.

Established relationships with stakeholders in organized labour, industry, community groups, government and the Workers' Compensation Board is essential.

### **General responsibilities:**

#### **1. Governance**

- Report to and work closely with the president and executive officers to seek their involvement in policy decisions, financial matters and the strategic direction of the Centre.
- Form and liaise with a technical advisory committee on the strategic direction of the Centre as well as program and curriculum development.
- Liaise with the Workers' Compensation Board, government and other stakeholders or funders.

#### **2. Mission and strategy**

Develops and oversees implementation of a workplan that ensures that the Centre's mission, objectives, goals and contract deliverables are fulfilled. Key responsibilities include:

- Strategic planning, in consultation with staff, to ensure that the Centre can successfully fulfill its mission into the future.
- Ensure strong relationships with various organizations and stakeholders and utilize those relationships to strategically enhance the Centre's success.
- Oversee course curriculum, material and other resource development, ensuring quality control and assurance as well as consistency with the BCFED's and Centre's missions.
- Ensure high quality course facilitation and delivery.

- Develop and oversee implementation of strong communications and marketing strategies.
- Develop and oversee implementation of a program evaluation strategy.

### **3. Financial performance and viability**

Ensures the financial health of the organization. Key responsibilities include:

- Fiscal integrity of the Centre, including budget development and ensuring accuracy of financial statements.
- Fiscal management, operating within the approved budget, ensuring maximum resource utilization, and maintenance of the organization in a positive financial position.
- Develop funding proposals and oversee reporting of the same.

### **4. Operations**

Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate. Key responsibilities include:

- Build and lead an effective team to fulfill the Centre's mission; maintain a strong culture and work climate that attracts and retains staff and drives the organization's mission.
- Effective administration of the Centre's daily operations, including managing staff and overseeing course scheduling and deployment of resources.
- Oversee implementation and compliance with all contract and workplan deliverables.
- Human resources and labour relations for all Centre staff, including staff development and evaluation.
- Develop and oversee implementation of an effective customer relationship management system.

The application deadline is **Friday, August 16, 2019**. Resume and cover letter to be sent to Sylvia Brow, executive assistant, at [sbrow@bcfed.ca](mailto:sbrow@bcfed.ca).