



NOTICE OF JOB VACANCY

POSITION: SAFETY AND TRAINING TEAM LEADER

Date: February 14, 2022

DUTIES: The Safety and Training Team Leader comes under the direction of the General Manager with the primary responsibility of providing Safety, Training, Disability Management, First/Aid & Security, and Emergency Response support for the company. The general scope of duties for this position is:

- Coordinates the Injury Prevention Program and provides support for Managers, Superintendents, Supervisors, OH&S Reps, and Safety Captains in the administration of the program.
- Co-Chairs the OH&S Committee and coordinates the Management Safety Committee on behalf of the General Manager.
- Manages interface on behalf of the company in dealings with Worksafe BC concerning regulatory compliance and claims management.
- Oversees training requirement for the development and qualification of the workforce, including maintenance of the DATS information system and technical support for the development of training materials.
- Manage the disability programs including EMBA, LTD, & Worksafe BC.
- Supervise and direct the First Aid & Security Department and oversee plant security.
- Coordinate Emergency Response for the mill site.
- Provide supervision to Safety and Training Administration staff.
- Assist the General Manager in the development, implementation and interpretation of company policies associated with injury prevention, training & development, security, and emergency response.

QUALIFICATIONS:

The personal attributes required for this position are:

- A demonstrated ability to work cooperatively with people to achieve results;
 - Excellent verbal and written communication skills;
 - Sound knowledge of desktop computer and human resources enterprise software applications;
 - Strong administrative skills;
 - Ability to work effectively in a team environment;
 - Demonstrated supervisory skills and leadership abilities;
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**Nanaimo Forest
Products Ltd.**

- Must be able to respond to complex and changing business conditions in a calm and professional manner.
- Post-Secondary degree or diploma in a discipline related to Safety & Training management.

Salary: Position is within Salary Group 15

To apply for this position, please contact Grant Brebber at local 4201 or email gbrebber@harmacpacific.com by the closing date of **February 28, 2022**.
