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Pay Group:	10

Manager, Safety & Emergency Management Systems

NATURE AND SCOPE OF WORK

Reporting to the Director, Safety & Emergency Management, the Manager, Safety & Emergency Management Systems is part of the Office of Safety & Emergency Services and is responsible for management systems to support regulatory compliance across the University. This position will work closely with all University Managers, Directors, and Deans in assessing needs, designing management systems that support an integrated approach to managing compliance.

The incumbent will require an operational knowledge of security, safety, emergency preparedness and environmental services in BC. This position has a strategic focus that requires a highly developed acumen for inter-personal communication, understanding of organizational behaviour at a strategic-level and a proven record for project completion working with multiple partners.

Reporting directly to the Manager Safety & Emergency Management Systems are the Health, Safety & Environment (HSE) Advisors.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Responsible for the design, implementation, training, and audit of management systems to support regulatory compliance across the University.
- Assess departments that have regulatory requirements in their day-to-day activities to both determine functional, operational requirements/gaps and appropriate management systems.
- Work with the given manager or director/dean to design and implement a functional management system that will both meet ease of use in day-to-day needs and regulatory compliance, as required. Including, but not limited to entire management systems, standard operating procedures, associated forms and documents and a record keeping methodology.
- Source or design and facilitate appropriate training, and exercises, for the users of the management systems, and components thereof.
- Audit departmental use of the management systems for compliance, to support the process of continual improvement – updating systems and training as required.
- Work closely with the Office of Policy, Privacy and Governance to ensure that systems meet required policies and procedures as well as records management requirements for



both the Province of BC, under the BC Information Management Act, ARCS/ORCS, and the University.

- The manager will liaise with peace officers and regulators, including but not limited to WorkSafe BC, Emergency Management BC, RCMP, Technical Safety BC, Ministry of Environment, and the Department of Fisheries and Oceans to ensure that Management Systems and Standard Operating Procedures meet regulatory requirements.
- The manager will maintain a records management system and ensure that proper records and documents are prepared, completed and retrievable for future reference for the manager's area of responsibility.

People Management

- Manages and provides leadership to other managers, supervisors, and staff by creating a common vision for the department, plus individual goals, through an open and facilitative approach. Modeling, coaching, and guiding key behaviours/strategies to facilitate resolutions to work issues.
- Oversees the work of external consultants to develop and support specialty training, or other professional services as required.
- Ensures staff receive appropriate safety and other training to effectively carry out their responsibilities.

General Administration

- Participate in developing, establishing, and administering departmental policies and procedures.
- Represent the Office of Safety & Emergency Services and/or the University on various committees on behalf of the Director, Safety & Emergency Management.
- Builds and maintains collaborative relationships with internal and external stakeholders and peers within the university, post-secondary institutions, municipalities, federal and provincial agencies, and non-government organizations to maintain awareness of trends, best practices, etc. within area of responsibility and to ensure strong relationships are in place in case of a situation that requires a coordinated response from both internal and external sources.
- Continuously seeks to stay current and aware of emerging areas in the field by monitoring relevant publications, attending seminars, and training sessions, maintaining professional certification(s), and participating in conferences and professional organizations.
- This position must be prepared to act in any operational management role in the Office of Safety & Management Services, including Duty Manager, as required.
- Assume other related duties as assigned by the Director, Safety & Emergency Management.
- This position will require you to travel to different University campuses.



REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Familiar with roles and responsibilities of security, safety, emergency preparedness and environmental services in BC.
- Demonstrated knowledge of management systems and standards implementation, audit, improvement, such as but not limited to ISO, CSA, NFPA, etc. where the processes align with accepted industry standards.
- Demonstrated knowledge of regulatory requirements and how they are applied to post-secondary environments, including but not limited to the laws and regulations of BC in the areas of public safety, environment, emergency management and occupational safety.
- Demonstrated ability to lead a project from inception to completion with multiple stakeholders, including ability to plan, organize and carry out all tasks and responsibilities according to deadlines and departmental schedules; and, where applicable lead and work with consultants.
- Ability to effectively use technology, including Microsoft Office Suite, especially Word, Excel, and Visio.
- Considerable knowledge of how to read and apply legislation, codes, bylaws, and standards.
- Proven communications skills dealing with diverse stakeholders and ability to express views, ideas, and facts effectively both orally and in writing, including preparing detailed and succinct reports. Knowledge of technical writing is an asset.
- Ability to maintain effective working relationships with diverse teams, including senior management, faculty, staff, students, government agencies – including regulators and peace officers, accreditation bodies and members of the public.
- Ability to work under pressure, time constraints and changing priorities, all while meeting deadlines and organizational requirements effectively.
- Ability to anticipate multiple scenarios and strategically problem-solve.
- Demonstrated knowledge of the budgeting process and ability to manage project and portfolio budgets in a forecasted budget.
- Takes responsibility for own work. Feels personally committed and accountable to deliver results quickly, accurately, and effectively. Uses thoughtful judgment when responding to situations that are not going well and uses foresight to overcome obstacles.
- Proven experience in developing and improving processes, documentation management and producing comprehensive plans and reports as well as manuals and checklists.
- Exceptional interpersonal, communications and conflict resolution skills with the ability to relate to a diverse range of people including the ability to relay complex and technical information in a clear and easily understood manner.
- Identify areas for process improvements and build support and structure for effective change management.
- Politically sensitive and able to work effectively and collaboratively with all levels of individuals within the University.
- Ability to remain calm and focused under pressure and provide exemplary leadership and



direction during times of emergency sometimes outside of normal working hours.

- Experience facilitating and conducting training courses, seminars, etc.

REQUIRED TRAINING AND EXPERIENCE

- Completion of a bachelor's degree in a discipline such as Emergency Management, Safety, Criminology, or Environment. An equivalent combination of education, training and experience may be considered.
- Five or more years of recent related experience in progressively more complex and management/leadership roles with responsibility for one or more directly applicable areas within an institutional setting.
- Experience within a public sector union environment and within a post-secondary environment is preferred.
- Certification in any of these is preferred: CPP, PSP, EMC, ABCP, CRSP.
- Supplemental, relevant technical courses are a plus.

REQUIRED CERTIFICATES, LICENCES AND REGISTRATIONS

- Holds and continually maintains a valid class 5 British Columbia driver's license.