



Director, Enterprise Risk & Safety Compliance

VANCOUVER SCHOOL BOARD

Vancouver, BC

A key member of the Employee Services leadership team at the Vancouver School Board (VSB), the Director, Enterprise Risk & Safety Compliance reports directly to the Associate Superintendent, Employee Services and is responsible for leading, mentoring and developing a team. The Director is accountable for providing organizational leadership in the area of Health & Safety, Emergency Management, and Employee Well-being, providing strategic advice and support to management in order to establish policy and administrative procedures for the district, and ultimately ensuring a safe and secure environment at all VSB facilities for teachers, student and administrative staff.

The ideal candidate brings a solid track record of implementing progressive health, safety and risk policies and procedures within large, complex unionized environments. The incumbent will be driven by excellence and best practices and bring a service-centric approach to all interactions across the district. Experience working collaboratively is critical as is proven ability to proactively respond to diverse internal and external stakeholder needs.

If you are interested in learning more about this exciting career opportunity, please submit a copy of your CV to **Shaun Carpenter** and **Maggie Ow** at www.pfmsearch.com.

Situated on the shared traditional territories of the Musqueam, Squamish and Tsleil-Waututh Nations, the Vancouver School Board (VSB) is an exciting, progressive, and dynamic school district providing a rich array of educational opportunities for more than 48,000 learners from kindergarten to adult. The School District has 110 educational sites and over 8,000 employees, represented by 14 bargaining units and exempt staff. Vancouver schools have an excellent reputation as being diverse and inclusive, and for providing outstanding student-centered choice programs.



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Organizational Overview

General

Situated on the shared traditional territories of the Musqueam, Squamish and Tsleil-Waututh Nations, the Vancouver School Board (VSB) is an exciting, progressive, and dynamic school district providing a rich array of educational opportunities for more than 48,000 learners from kindergarten to adult. The School District has 110 educational sites and over 8,000 employees, represented by 14 bargaining units and 3 exempt staff associations. Vancouver schools have an excellent reputation as being diverse and inclusive, and for providing outstanding student-centered choice programs.

Values Statement

The Vancouver School Board believes an effective public education system will prepare students to be active, productive, and socially responsible citizens.

Students who complete their education with the Vancouver School Board should possess a strong educational foundation; be disposed to treat others with respect and work cooperatively with them; act upon the values and principles that make us human; care for themselves, for others, and for the planet; and exercise a critical intelligence adaptable to new situations.

The VSB will foster school communities where students can learn, see themselves, feel supported and connected so that they develop a love of learning and become lifelong learners.

Education Plan Equity Statement

The Vancouver School Board – a large, urban school district located on the unceded, traditional lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətał (Tsleil-Waututh) Nations – respects and supports Indigenous ways of knowing and learning.



The VSB will create an equitable learning environment where every child can experience a deep sense of belonging and is free to pursue pathways of learning in ways that are authentic to themselves. The VSB will achieve this by:

- having students see themselves and their communities in the curriculum and in the staff throughout the District;
- prioritizing student needs by making informed decisions and engaging in open communication with rightsholders and stakeholders; and
- actively fighting systems of oppression through relationship building, ongoing communication and transparency.

The VSB commitment to equity will be informed by humility and accountability.

Goals and Objectives

Goal 1:

The Vancouver School Board will improve student achievement, physical and mental well-being, and belonging by ...

- Encouraging students to reach beyond previous boundaries in knowledge and experience.
- Improving school environments to ensure they are safe, caring, welcoming, and inclusive places for students and families.
- Increasing literacy, numeracy, and deep, critical, and creative thinking.
- Ensuring that students develop and can implement a plan for a successful transition upon completion of secondary school.
- Ensuring the alignment among school, district, and provincial education plans.
- Reporting student results about performance, well-being, and outcomes to the community and using the results to improve the quality and effectiveness of the education and supports provided to students.



Goal 2:

The Vancouver School Board will increase equity by ...

- Eliminating gaps in achievement and outcomes among students.
- Eliminating racism and discrimination in all forms.
- Evaluating and renewing plans for the improvement of Indigenous learners' education.
- Improving stewardship of the district's resources by focusing on effectiveness, efficiency, and sustainability.

Goal 3:

The Vancouver School Board will continue its Reconciliation journey with First Nations, Métis, and Inuit by ...

- Increasing knowledge, awareness, appreciation of, and respect for Indigenous histories, traditions, cultures, and contributions.
- Aligning its policies and practices in a manner consistent with the United Nations Declaration on the Rights of Indigenous Peoples and the calls to action of the Truth and Reconciliation Commission.
- Engaging and gathering with the xʷməθkʷəy̅əm (Musqueam), Skwxwú7mesh (Squamish) & səliłwətał (Tseil-Waututh) Nations.

For more information on the Vancouver School Board, please see www.vsb.bc.ca



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Position Responsibilities

General

A key member of the Employee Services leadership team at the Vancouver School Board (VSB), the Director, Enterprise Risk & Safety Compliance reports directly to the Associate Superintendent, Employee Services and is responsible for leading, mentoring and developing a team of functional area specialists. The Director is accountable for providing organizational leadership in the area of Health & Safety, Emergency Management, and Employee Well-being, providing strategic advice and support to senior management in order to establish policy and administrative procedures for the district, and ultimately ensuring a safe and secure environment at all VSB facilities for teachers, student and administrative staff.

Specific Responsibilities

Risk Management

- Analyzes and determines the risks to life and health of students and staff.
- Identifies emergent issues and elevates to senior management team.
- Creates strategic plans for district health and safety and risk management and establishes key priorities and execution objectives/timelines.
- Corresponds on behalf of the district to external authorities and stakeholders to address known safety issues.
- Manages claims, appeals, orders with significant penalties with provincial ramifications and precedent setting impacts.
- Identifies opportunities to increase capacity across the district to maximize responsible and preventative health and safety practices.



Emergency Management

- Oversees and conducts violent threat risk assessments.
- Acts as the primary contact with police or public health in real-time emergency response on behalf of the district.
- Establishes and oversees the district emergency management practices.
- Leads district's public health outbreak responses (Covid, H1N1, measles, tuberculosis, etc.)
- Acts as liaison between the district and City of Vancouver Emergency Management, Emergency Operations Centre, and Emergency Social Services in support of citizens and schools' post-emergency or post-disaster.

Compliance

- Oversees organizational compliance with all applicable health and safety legislation for employees, workplaces, customized to the K12 sector.
- Champions district-wide recommendations with key divisions and external partners.
- Guides district practices on emerging technologies, use of facilities, animals in schools, theatres, threat mitigation and response, clarifying ministerial orders or any legislation that impacts staff and students.
- Prepares statistical reports, using records of actions taken concerning WorkSafe claims, accident investigations, appeals, citations, and safety risks.
- Develops and recommends district policies and administrative procedures for all issues related to health, safety, emergency management, public health, capital projects, claims management, and risk mitigation and prevention strategies.
- Advises senior management and union officials in development, application and interpretation of Occupational Health & Safety legislation, district policies and practices.
- Works closely with senior management across the district sites to encourage and provide understanding of Health and Safety legislation, risk management, and emergency management policy and procedural implementation.



Staff Development

- Develops and designs relevant and engaging training for a number of stakeholders in the district relating to emerging topics in health, safety, risk, and emergency management.
- Develops and conducts seminars on health and safety, violent threats, harassment, emergency preparedness and response.
- Presents at public Personnel Committee and Board meetings, and the District Parent Advisory Committee, on topics including specific risk management, emergency management, Health & Safety, and prevention strategies.

Employee Wellness

- Oversees the District's disability management program for both occupational and non-occupational illness and injuries.
- Oversees the District's Employee Well-being Framework to support employees aligned with the Education Plan goals.
- Chairs the Well-being Stakeholder meeting to provide updates and gain feedback on program delivery.
- Acts as the district contact for Employee Family Assistance Program and vendor management.

Reporting Relationships

Reports to:

- Associate Superintendent, Employee Services

Key Relationships with:

- Senior Management Team
- District Management Team
- Principals and Vice Principals and Senior Managers
- Trustees
- All union groups and excluded associations
- City Manager, City of Vancouver
- Vancouver Coast Health Authority
- Vancouver Police Department

Manages:

- Manager, Health & Safety
- Manager, Employee Wellness



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Candidate Requirements

General

The ideal candidate brings a solid track record of implementing progressive health, safety and risk policies and procedures within large, complex unionized environments. The incumbent will be driven by excellence and best practices and bring a service-centric approach to all interactions across the district. Experience working collaboratively is critical as is proven ability to proactively respond to diverse internal and external stakeholder needs.

Specific Requirements

Education & Experience

- Occupational Health and Safety diploma or undergraduate degree.
- Professional Certification such as the Canadian Registered Safety Professional (CRSP) and/or additional training related to health and safety program development and implementation.
- Depth of field experience in a sophisticated OH&S environment, including assessing regulatory, third-party certification and best practice compliance.
- Demonstrated, thorough knowledge of Occupational Health and Safety legislation, Workers Compensation laws, policies and practices, as well as claims and disability management.
- Knowledge of risk assessment, analysis and reporting.
- Experience evaluating significant risk issues and offering trusted advice to the senior management team.

Skills, Abilities & Knowledge

- Ability to engage in consultation, resolve conflict and promote positive working relationships.
- Ability to build new and innovative collaborative partnerships with external bodies, labour unions and regulatory agencies.



- Excellent organizational, written and communication skills. Exceptional presentation skills.
- Experience with use of an internal database systems (ie: PeopleSoft Human Capital Management).
- Expert knowledge of relevant legislation such as the Workers Compensation Act and Regulations and the Employment Standards Act and the Human Rights Code.
- Experience working in a unionized environment including supporting Labour Relations activities.

Relationship Skills & Personal Attributes

- Demonstrated ability to effectively communicate and interact with empathy, understanding and, respect of diverse perspectives and behaviours.
- Ability to persuade and gain consensus.
- Ability to develop effective working relationships with union and people leaders.
- Innovative and creative – looks for new ways to tackle challenges and issues.
- Exercises good judgment and deals with issues in a balanced and fair manner.
- Possesses the presence, stature and ability to build credibility throughout the organization and has the ability to exercise a high level of diplomacy and discretion.
- Believes in authentic collaboration and considers how decisions and actions of the Enterprise Risk & Safety Compliance team affect the system. Ensures a proactive, inclusive approach.
- Works in a collaborative and inclusive manner, fostering equitable experiences and a respectful environment for all staff and key stakeholders.
- Approachable and customer service oriented.
- A strong coach and mentor of team members, with an ability to identify and leverage strengths of staff.
- Aligns with the values of public education, and understands the risk and safety role in enabling the best opportunities for learners.