

## Job Description

### Senior Director – Industry Health & Safety

**Department:** Industry Health & Safety

**Reports To:** CEO

**Direct Reports:** 0-8

**Revised:** Jan. 15, 2025

#### Organization Summary:

Actsafesafe is a not-for-profit health and safety association supporting BC's production of motion pictures, television, live events and performing arts industries. Its vision is that British Columbia has the safest and healthiest arts and entertainment workplaces in the world, and its mission is to prevent and eliminate workplace injury, illness and death by providing world-class occupational health, safety and wellbeing programs to employers, supervisors and workers. Actsafesafe's values are: safety, education, accessibility, innovation and collaboration.

#### Position Summary:

Reporting to the CEO, the Senior Director – Industry Health & Safety, is the organization's most senior subject matter expert (SME) in occupational health & safety (OHS) in the BC arts & entertainment industries. The role oversees the functional areas of: outreach, resource development, advising, consulting, specialized services, equipment rentals, product sales, as well as special programs like Industry Awards and Preferred Service Providers. This incumbent ensures the organization and team is attracting new, and retaining existing, industry employers, supervisors and workers, through the oversight of outreach efforts that inform and engage industry. This role also builds and delivers industry-leading programs which educate, motivate and enable the industry to improve health, safety and wellbeing knowledge, attitudes, beliefs and behaviours. The Senior Director also improves industry's participation in these programs by collaborating with industry partners and stakeholders such as unions, associations, schools, and certifying bodies, as well as improving the customer experience through understanding their needs, delivering customized solutions, and reinforcing their participation through world-class experiences. The Senior Director leads, manages, supervises and coaches a large, skilled team and oversees a significant department budget. They may also lead strategic initiatives and special projects related to their role.



## Primary Duties and Responsibilities:

### Management:

- *Strategy* - Identifies departmental strengths and opportunities and sets priorities to support the success and impact of the organization. Aligns departmental activities with strategic planning including vision, mission, objective, and strategies. Uses techniques to encourage strategic thinking in team and stakeholders.
- *Leadership* - As a member of Actsafe's management team, contributes to other operational priorities, including employee policies, culture, and the organization's overall effectiveness. Assists in the development and administration of the annual business plan & budget.
- *People Management* - Supervises a team of industry occupational health & safety professionals (Safety Advisors) across the province, including several contractors (specialized SMEs, technical writers), and an administrative professional.
- *Financial & Budget Management* - Responsible for the financial control of the IHS department's budget and assists in the development of the operational priorities within the guidelines of the strategic goals set by the Board of Directors and CEO. Manages a fiscally responsible department that strives to reduce the costs while improving its services.

### Program Management:

- *Program Strategy & Planning* - Develops annual department's operational plan and budget.
- *Program Management* – Manages the program's day-to-day activities, including the team's delivery of outreach, advising, OHS program gap analysis, OHS program development, OHS regulation interpretation, resource development, training facilitation, consulting, equipment rentals, product sales and specialized services and programs (e.g. Safety Awards).
- *Program Performance & Quality Assurance* – Sets and maintains the program policies, processes, pricing model, standards, guidelines, and quality assurance program. Ensures the programs and services meet the targeted Key Performance Indicators (KPIs).
- *Program Strategic Initiatives* - Leads multi-year, multi-agency strategic initiatives to further Actsafe's vision, mission and objectives.
- *Program Admin.* – Manages the administration of programs, including preparing reports, analyzing data, tracking progress of projects, ensuring content info is up-to-date on website, program documents and manuals are up-to-date and ensuring record keeping of all applicable databases.
- *Program Expansion* – Considers opportunities, makes recommendations on priorities and leads the development of new programs, services and initiatives.
- *Presentation Delivery* - Conducts inspiring, senior-level educational presentations at industry events and post-secondary institutions as needed to support stakeholder engagement strategies, and truly shifts safety outcomes.



### Program Delivery:

- *Technical SME* – Expert-level OHS knowledge within the motion picture production, live event production, performing arts production and live event venue industries. Contributes this knowledge towards the development of Actsafe's programs and initiatives, including education and training offerings, recommendations to management and to the mentoring of team members.
- *Regulatory interpretation* - Monitors regulatory/policy changes for potential relevance to and/or impact on industry and stays abreast of industry trends.
- *Training Instruction* – Delivers Actsafe's Education and Training Program by facilitating courses, workshops and webinars.
- *Community builder & Industry Roundtables* – On occasion, host industry roundtables and build a community of "followers." Facilitate get-togethers to provide important, industry-specific safety updates, as well as facilitate discussions which produce thought-provoking, innovative strategies target safety challenges to unique to the group.
- *Committee participation and management* – Leads and participates in internal and external working groups for multi-agency collaboration, representing Actsafe's interests.
- *Stakeholder relations* - Builds and maintains excellent stakeholder relations, with a diverse and dynamic group ranging from industry employers, supervisors, and workers, to industry partners, including associations, unions, regulators, and internal technical subject matter experts.

### Other

- *Event management* – Support the coordination of internal team-based events (e.g. holiday functions, staff gatherings) and external stakeholder events (e.g. Actsafe Injury Prevention (AIP) Week, Actsafe Entertainment Safety Conference (AESC), including on-site, as needed.
- *Team Player & Culture Contributor* - Works in a manner aligned with organizational values. Emulates Actsafe's values and contributes to a positive, healthy culture.
- *Other* - Travel may be required throughout the province. Performing other responsibilities, as requested.

### **Knowledge, Skills & Experience:**

- *Education* - Completion of post-secondary education (degree, diploma, certificate) in Occupational Health & Safety (OHS). Education in Instructional Design, Adult Education and/or Provincial Instructor's Diploma is an asset.
- *Experience* – 10+ years of related practical health and safety experience (e.g. development of risk assessments, designing, delivering, and implementing programs, conducting workplace inspections/investigations, monitoring/evaluating an organization's safety performance, participating in audits, addressing compliance issues, and developing corrective action plans to improve safety performance. BC arts & entertainment industry experience, ideally in motion picture, live events or performing arts, is strong asset. 3-5+ years experience leading and supervising people and managing budgets required.
- *Designation/Certifications* - Professional OHS designation (e.g. CRSP) or working towards one, is preferred. A valid Class 5 BC Drivers Licence and access to a vehicle preferred.



- *Technology* - Proficient in using Microsoft Office Software Suite – Outlook, Teams, SharePoint, Word, PowerPoint, Excel. Experience in other systems/software/technology considered an asset, incl. virtual meetings (Zoom), customer relationship management (CRM), learning management systems (LMS), digital payment system (Bambora), PolLEV, DoodlePoll, Monday.com is considered an asset.
- *Ideal Competencies* - emotional intelligence, innovation, change management, relationship management, technical subject matter expertise (SME), self-led, accountable, organizational awareness, organizational effectiveness, communication, collaboration and results-oriented.

