



**JOB TITLE:** Transportation Safety Program Advisor

**REPORTS TO:** Director, Transportation & Northern Safety

**PURPOSE:** To actively participate in the planning, development, coordination and delivery of programs, projects and activities that foster a safety culture capable of, and committed to, reducing injuries and fatalities in the forestry transportation industry.

This role will also undertake planning, coordination, support and delivery of SAFE Companies and Training and Program Development initiatives and activities.

**COMPETITION #:** 2011-18

**CLOSING DATE:** January 31, 2012

**LOCATION:** Prince George, BC

### Primary Responsibilities

- Work with the Director to plan and implement Council's Transportation Safety program; strategic and operational.
- Research, evaluate, develop and communicate Transportation Safety initiatives, services, information and tools.
- Actively liaise with the forestry community, transportation-related agencies, regulators and the public to support and facilitate effective dialogue, joint planning, problem solving and solution generation in areas specific to Transportation Safety.
- Travel to and engage in a range of field activities and services: e.g. meetings with contractors and employees, presentations at safety meetings, communicate safety messages; develop resource packages, etc.
- Engage and manage contractors or consultants for special projects, as required.
- Attend and participate in Technical Advisory Committee meetings, as required.
- Conduct professional writing and coordination of periodic and regular publications (e.g. Rumbings, Safety Alerts), policies, press releases, promotional materials, etc.
- Monitor and update resource materials and information on the Council website; provide guidance to further develop Transportation Safety communication tools.
- Participate in the consultative development of industry metrics, analyze statistics and information, prepare reports and summaries.
- Support prospective, registered and SAFE-Certified companies in forestry sector.
- Conduct comprehensive audit submission reviews and onsite verification audits.
- Provide quality assurance activities with respect to audit submissions, onsite verification audits and auditor observations and assessments.
- Provide technical and strategic health and safety support to clients and stakeholders across the forest industry.

- Engage with Council staff and industry clients to identify and assess safety issues and develop options to address those issues; identify external training needs, craft and deliver / support effective training.
- Coordinate and manage internal and external meetings, events, conferences and other Council activities; travel to, attend and represent Council at such activities. Attend and participate in industry events to deliver and promote Council training and programs.

### **Qualification Preferences**

- Post-secondary education, preferably forestry or natural resource degree.
- Minimum 5 years of forest industry experience.
- Minimum 3 years of related health and safety experience.
- Willingness to work towards achieving Canadian Registered Safety Professional (CRSP) or equivalent.
- Strong analytical, problem-solving, work planning, time management and organizational skills.
- Self starter and driven; can work with minimal direction and oversight.
- Experience working with a diverse stakeholder group is considered an asset.
- Effective technical writing and verbal communication skills.
- Strong computer skills; Word, Excel, Outlook, Access and PowerPoint.

Please submit your resume and cover letter to the attention of:  
Rick Walters, Director Transportation & Northern Safety [careers@bcforestsafe.org](mailto:careers@bcforestsafe.org)