

## Health & Safety Manager

**Nupqu Resource Limited Partnership (Nupqu), associated with Ktunaxa Enterprises Ltd.**, is a growing business, proudly owned by the communities of the Ktunaxa Nation. With offices in Cranbrook, Castlegar and Fernie, BC, Nupqu provides consulting services across a variety of sectors including, environmental, archaeology, forestry and safety throughout the ʔamakʔis Ktunaxa. We are currently seeking a highly motivated, organized, and responsible individual to join our team in a dynamic and rewarding environment poised for significant growth.

This position will consist of a 22-month Contract of employment based in Cranbrook, BC while supporting our overall company Health & Safety needs. The successful candidate should look to have relevant experience and qualifications which align with the roles and responsibilities outlined below.

### **ROLES AND RESPONSIBILITIES**

- Develops and implements policies, programs, processes and procedures to ensure compliance with regulations and guidelines related to occupational health and safety.
- Develops and implements accident investigation, data analysis, and recurrence prevention programs and procedures.
- Provides support and guidance to the Project Management team with respect to health and safety needs and issues
- Acts as a resource advisor for the JOHSC (Joint Occupational Health & Safety Committee) in order to identify opportunities for improvements for safety programs and procedures.
- Provides technical and developmental training to all employees and contractors. Analyzes safety performance and make recommendations for improvement.
- Prepares and maintains an annual budget for Health and Safety.
- Oversee company wide training needs related to health and safety.
- Has one direct employee (Safety and Training Coordinator)
- Promotes a safety culture that encourages individual responsibility and personal commitment.
- Manages the Emergency Response Team including responsibilities for implementing operating guidelines, maintaining and training members, conducting assessments to ensure compliance with applicable policies and regulations.
- Assists supervisory staff in corrective actions resulting from analysis of accident and incident reports, safety statistics, audits and inspections in conjunction with the Joint Occupational Health and Safety Committee.
- Coaches and motivates team leaders, supervisors, and employees to identify unsafe conditions or acts; and, assists in implementing changes to prevent

injuries, while maintaining the support of all stakeholders employing various safety techniques.

## **POSITION QUALIFICATIONS**

### Education & Experience

- A CRSP (Canadian Registered Safety Professional)
- At least five (5) years of experience in Occupational Health & Safety in an land management consulting setting
- Formal training in Safety from a recognized training facility considered an asset
- Strong interpersonal skills, comfortable in a small team environment and interacting with senior level managers.
- Excellent written, verbal, listening and presentation skills.
- Demonstrated high standards of integrity.
- Effectively lead, participate, communicate and collaborate in corporate initiatives.
- Possesses situational awareness of surroundings with the ability to adapt to new and changing environments, who can relate well at all levels.
- A high sense of urgency with regards to making safety improvements.
- Ability to handle complexity as well as balance the big picture and details given scope & scale of role.
- The ability to be decisive while understanding organizational sensitivity.

### Certificates & Licenses:

- Valid Class 5 BC Driver's License

Nupqu offers competitive wages and benefit packages. Please submit your cover letter and resume marked "**Health & Safety Manager- Confidential**" to Pamela Way, our Human Resource Manager, at: [hr@nupqu.com](mailto:hr@nupqu.com)

**DEADLINE FOR APPLICATIONS: April 20, 2025 at 4:30pm MST**

*Thank you to all those applicants that apply, however only those selected for an interview will be contacted.*

***As we continue to expand opportunities within the Nation, we encourage Ktunaxa citizens and other Indigenous peoples to identify themselves in their cover letter or resume.***

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