



# SHAWNIGAN LAKE SCHOOL

## OUR SCHOOL

Shawnigan Lake School is a leading independent co-educational boarding school for ages 13-18 on Canada's beautiful west coast. Our diverse, inter-disciplinary and innovative programming helps shape the next generation of global leaders.

Shawnigan provides academic ambition to develop a culture of curiosity, collaboration, independence and resilience in our students through educators and peers who inspire our students to embrace a love of learning by challenging them to solve problems critically and creatively.

Shawnigan Lake School is committed to safeguarding and promoting the welfare of children and young people and expects all staff (and volunteers) to share this commitment. Employees will be required to undergo child protection screening appropriate to the position, including checks with previous employers and a vulnerable sector criminal record check.

## JOB DESCRIPTION

### RISK MANAGEMENT AND SAFETY MANAGER

The Risk Management and Safety Manager provides direction and guidance on risk management and risk mitigation strategy, and is in constant pursuit of safety excellence and expertise in the field of First Aid and Emergency Management, to support all areas of the School.

The Risk Management and Safety Manager provides world-class advisory services and acts as professional point of contact for all risk, occupational health, and safety matters. Additionally, acts as an expert on risk and insurance matters for student away trips.

Furthermore, the Risk Management and Safety Manager continuously develops and fastidiously implements the School's risk policy, while working with the School's Senior Leadership Team to monitor, develop, and ensure the School's adequate response to changes in risks and risk environment.

This is a full-time, permanent opportunity. We offer a competitive salary, full benefits package, excellent RRSP contributions, tuition discount for day students, a flexible work environment, and a nurturing, family-friendly workplace.

## ROLES & RESPONSIBILITIES

Reporting directly to the Chief Operating Officer, the Risk Management and Safety Manager's responsibilities include, but are not limited to,



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## *Risk Management*

- Establish and chair the Risk Management Committee
- Develop and maintain Risk Management Committee terms of reference and plan meetings three times per school year at a minimum
- Create / update a School Risk Matrix (in partnership with the Deputy Head), a School Risk Management Plan (in partnership with the Deputy Head, CFO and Director of Operations), a Board Risk Register (in partnership with the CFO, Head of School and Chair of the Board)
- Work with the Director of Operations and Arena Manager to create and update a Risk Register, Risk Management Plan, and Risk Matrix summary for the ammonia plant
- Work with all managers, risk owners for staff and students, to identify risks, rate risks, identify mitigation strategies, rate post-mitigation risks and identify action items on-campus
- Maintain Risk Management Policy and Procedures including roles and responsibilities, risk identification, risk assessment, risk tolerance, monitoring and incident reporting requirements
- Oversee general risk management for field and extended trips and ensure that a comprehensive risk assessment has been completed for each extended and overnight trip that students and staff participate in
- Develop tri-annual reporting for the Finance Committee and Board
- Lead project initiatives and research activities for individual, stand-alone projects
- Serve and work with the ISABC Risk Management Group to share resources and establish best practices

## *Insurance*

- Under supervision of the CFO, coordinate the annual insurance renewal process, and coordinate insurance claims
- Provide support to the CFO to ensure relevant and adequate insurance coverage is in place

## *Emergency Management*

- Develop, implement and maintain an Emergency Management Plan including structure, roles and responsibilities of staff, crisis communications protocol, hazard guidelines and resources
- Review annually the Emergency Response team, including on-call
- Act as designated emergency contact for on-site staff activities and critical incident/emergency issues during work, or off-duty hours as required
- Liaise with external agencies such as emergency services, RCMP etc., as needed
- Prepare, update, and distribute relevant documentation and communications, and train / inform all employees in response protocols
- Ensure emergency response system information is correct and up to date at all times
- Ensure emergency drills are scheduled and conducted
- Oversee replenishment of emergency supplies
- In partnership with relevant Senior Leadership Team members, develop, implement and maintain a Business Continuity Plan, to minimize the ongoing and long-term impact of a major event in partnership with relevant Senior Leadership Team members



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- Provide information and support to Senior Leadership Team, Director of Operations, Head of HR, and other relevant key staff, in the preparation of responses to regulatory change
- Remain current in knowledge of best practice in the areas of first aid and emergency management

## *Policies & Procedure*

- Develop, interpret, and maintain a policy and procedure framework
- Manage the review cycle and version control of required policies and procedures
- Provide guidance and consultation to the Outdoor Education program with regard to policy and best practice

## *Occupational Health and Safety*

- Chair the Joint Occupational Health and Safety Committee
- Ensure appropriate Occupational First Aid level 3 staffing numbers for coverage throughout the calendar year
- Ensure proper training, in line with the School's needs, is made available to all staff who are expected to, and wish to, obtain or renew First Aid or Emergency Management Certification
- Manage documentation and record keeping
- As a safety investigator leads or supports serious safety investigations of safety incidents occurring on-campus; coordinates the work of the investigation team, compiles information through interviews, applies a root cause analysis tool, consults with internal and external experts where required, and prepares final reports including identification of potential/actual causes and related recommendations for review
- Develops and prepares health and safety related information content for projects, communication tools, presentations, e-courses, OHS Answers, publications, and other services by researching topics, reviewing and analyzing materials, quality assuring and editing content to provide constructive feedback
- Acts as an expert and information resource to employees, managers, contractors and external contacts in the interpretation and application of internal safety standards and WorkSafeBC regulations

## *Contract Management - Risk and Safety*

- Coordinate third party contract management, when required
- Work with Human Resources to review, implement, and maintain contract management policy, procedures, and templates
- Review contracts and provide a risk assessment, when required
- At the direction of the CFO, arrange Memorandums of Understanding for external services needed on campus



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## REQUIREMENTS

- Post-secondary education in related business discipline, CRM, CRMP Designation and RIMS membership preferred
- Valid OFA level 3 certification, or prepared to acquire certification within six months of employment
- Risk Management specialist with a minimum of 3 years' experience in enterprise risk management, emergency management, and safety
- Experience with Enterprise Risk Management tools, an asset
- Familiarity with best practices in Risk and Emergency Management in Canadian Schools, an asset
- Experience with Workplace Health and Safety and understanding of WorkSafeBC policies and requirements
- Experience working with legal and insurance professionals
- Experience of implementing programs and policies designed to manage risk effectively
- Thorough knowledge of relevant legislation
- Strong communication skills, written and verbal
- Strong interpersonal skills and friendly demeanor
- Exceptional attention to detail

## NEXT STEPS

To apply, please send a resume and cover letter expressing your interest to the attention of Nicola Oldfield, Chief Financial Officer, via email at [recruitment@shawnigan.ca](mailto:recruitment@shawnigan.ca). Applications may also be mailed to the General Office at:

Attention: Human Resources  
Shawnigan Lake School  
1975 Renfrew Road  
Shawnigan Lake, BC V0R 2W1

*Shawnigan Lake School is an equal opportunity employer committed to establishing an inclusive, equitable, and accessible environment for all. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status or any other basis protected by applicable law.*

We express our appreciation to all applicants for their interest in this position, however, only candidates selected for an interview will be contacted.

**Competition closes when filled.**