

A CAREER CONNECTING WORK SAFE



SENIOR CERTIFICATION OFFICER

Reporting to the manager, Certification Services, the senior certification officer (SCO) is responsible for coordinating internal and external activity to maintain certification standards. The SCO designs, develops, implements, evaluates and recommends changes to certification programs by engaging both internal and external resources and stakeholders. Specifically, the SCO develops/revises content for occupational first aid training programs.

The SCO also evaluates certification processes and occupational qualification in subject matter areas referenced within the *Workers Compensation Act* or the Occupational Health and Safety Regulation.

In addition, the senior certification officer will possess:

- Specialist knowledge of education principles and practices necessary to develop certification programs;
- Specialist knowledge of concepts and principles relating to one of the disciplines for which certification services is responsible (first aid, diving, or blasting) in an occupational setting;
- Working knowledge of teaching principles and techniques;
- Demonstrated ability to evaluate the instruction and certification of candidates and take necessary remedial action to ensure compliance with the Occupational Health and Safety Regulation;
- Demonstrated ability to facilitate and influence discussion with internal and external groups to optimize outcomes.

You bring to this role an undergraduate degree in Education (equivalent combinations of education and experience will be considered), an Occupational First Aid level 3 instructor certificate, and 9 – 12 years of directly related experience including three years experience evaluating occupational training programs.

Balance and wellness. As a leader in promoting healthy and safe workplaces, WorkSafeBC believes the health and wellness of our employees depends on a solid work-life balance. As a member of our staff, you'll have access to services that can help you get the most out of work... and life.

- **Health and fitness:** We offer many ways for you to keep healthy and fit. Our Richmond office includes a fitness program offering equipment and classes, and staff outside Richmond is reimbursed the cost of gym memberships.
- **Self-funded leave:** Contribute 20 percent of your salary annually for four years, then take the fifth year off and use your accumulated funds.
- **Earned Time Off:** Start with three weeks vacation, plus the ability to add another 13 days off.
- **Care and nurturing:** Take leave in one or more periods to a maximum of five years for the care and nurturing of your children.

More information on this position and how to apply is available at www.worksafebc.com/careers.