



SBCI

School Boards' Co-operative Inc.

Bilingual Health and Safety Consultant

Who are we?

We are a Not-for-Profit Co-operative, owned by school board members, for school board members. We are dedicated to guiding our member boards with informed workplace solutions – grounded in excellence and focused on supporting employee well-being as a foundation for student success.

We support safer, healthier, and innovative work environments through expert, proactive, school-board focused solutions.

SBCI is currently seeking a qualified candidate to fill a Bilingual Health and Safety Consultant position in our Health and Safety Services Department.

Position Summary:

The Health and Safety Services Department supports member school boards through accident prevention, workplace safety, regulatory compliance, risk mitigation, data analysis, and health and safety consulting services.

The ideal candidate is a registered professional with school board experience, that is organized, highly motivated, possesses strong analytical, communication and customer service skills. The successful candidate **must be fluent (verbal and written) in both English and French**

This is a permanent full-time position, working Monday to Friday, reporting to the Director, Health and Safety Services. This is a remote-first, full-time permanent role that offers the flexibility to work from home while staying closely connected with the team. Occasional in-office attendance may be required, along with travel for on-site meetings at member board locations or similar events.

Primary responsibilities:

- Build, foster, and maintain strong working relationships with SBCI's member school boards, serving as a trusted resource and partner in their health and safety initiatives.
- Proactively identify emerging health and safety trends, issues, and legislative developments; assess their potential impact on school boards; develop practical

tools, resources, and implementation strategies to support compliance and continuous improvement.

- Provide comprehensive program support, including the development and coordination of Annual Safety Plans, Annual Reports, Safety Program Evaluations, Member Meetings, and other health and safety initiatives.
- Coordinate and manage multiple projects and priorities simultaneously, organizing activities to achieve operational objectives with minimal supervision.
- Monitor program performance, identify opportunities for improvement, and contribute to the development of effective health and safety solutions that meet member school board needs.
- Collaborate with internal and external stakeholders to promote a positive health and safety culture and ensure consistent service delivery.
- Prepare reports, presentations, and other communications to support program implementation, stakeholder engagement, and organizational decision-making.

Key Skills and Experience

- Post-Secondary Education in Occupational Health and Safety.
- Relevant professional credentials such as CRSP, CSP, CIH, or ROH
- Minimum 3+ years of progressive experience in occupational health and safety, within the public sector, education or a complex, unionized environment.
- Must be fluent in French and English (verbal and written)
- Experience supporting multiple stakeholders and managing competing priorities in a fast-paced environment.
- Experience developing, implementing, and evaluating programs, policies, procedures, and resources.
- In-depth understanding of applicable health and safety legislation, regulations, and best practices.
- Proven ability to develop strong relationships at all levels with internal and external parties.
- Demonstrated ability to identify emerging issues, assess risks, and develop practical, solution-oriented recommendations.
- Experience in a consulting role is an asset, with ability to lead and guide member boards effectively.
- Proven ability to analyze data, identify trends, and translate insights into actionable strategies.
- Exceptional problem solving and decision-making skills.
- Exceptional written and verbal **bilingual** communication skills.
- Proficient in using Microsoft Word, Excel, Outlook, and Power Point Parklane.
- Role will require travel by car; a valid driver's license is required.

Candidates are welcome to apply by submitting a cover letter and resume by e-mail to careers@sbc.org.

This position will remain open until June 30, 2026

The salary range for this position is \$109,803 - \$129,202.

We offer our employees:

- Competitive compensation and benefits package
- OMERS pension plan (matched by employer)
- Flexible hybrid work with home office/remote work opportunities available
- Continued professional development opportunities and tuition assistance.
- Employee Assistance (and Family) Programs (EAP/EAFP)

SBCI is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment. Reasonable accommodations are available upon request for all candidates taking part in all aspects of the recruitment and selection process. To request an accommodation please contact Careers@sbc.org.