

**Job Title:** **Representative, Workforce site Operations – Broadway Subway Project**

**Department:** Workforce Operations

**Reports to:** Site Lead, On-Site Operations - Broadway

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**Summary**

BCIB is the new provincial Crown Corporation responsible for implementing the Community Benefits Agreement (CBA) on select public infrastructure projects. The CBA prioritizes hiring of local, Indigenous, women, people with disabilities and other underrepresented groups and enables a culturally competent and respectful worksite. BCIB is committed to growing and mobilizing a safe, diverse, and skilled workforce and increase opportunities for apprenticeships.

Reporting to the Site Lead, the successful candidate will be the on-site BCIB representative, working to supply a skilled, diverse workforce on the Broadway Subway Project.

**Essential Duties & Responsibilities**

- As per Prime Contractor requests, in cooperation with BCIB Dispatch and BC Building Trades unions, support workforce acquisition using BCIB dispatch (priority hire) sequence.
- With support from BCIB's Legal, HR, and Workforce Development teams, provide Community Benefits Agreement-related guidance and assistance to contractors and employees on-site.
- Welcome, onboard and orient new employees to BCIB workforce (including policy review).
- Act as liaison between BCIB and contractors with respect to workforce requirements and activities.
- Provide support to and help employees resolve issues, concerns, and grievances.
- Act as BCIB's connection between the worksite operations and head office.
- Participate in the Joint Health and Safety Committee as representative for BCIB employees.
- Participate in Toolbox meetings.
- Troubleshoot operational issues as they arise.
- Document incidents and maintain organized employee records
- All other duties as required.

## **Desired Skills & Qualifications**

- Strong interpersonal and communication skills.
- Issue resolution experience, capable of working through workplace/worker concerns, disputes, grievances, and discipline processes with attention to mandated timelines.
- Strong verbal and written communication skills; able to generate, maintain and present audience-appropriate reports, e-mails, site updates, spreadsheets, and training materials at a Crown Corporation standard.
- Patience and experience with complex administrative processes; ability to execute and organize process-related actions with attention to detail while maintaining data integrity.
- Experience working with employees' personal information in a sensitive and secure workplace setting.
- Experience working with a unionized workforce and familiarity with collective agreements.
- Operational experience or field operations experience; problem-solving, logistics, planning and managing resources in dynamic, non-urban setting.
- Case management and investigation experience; diplomatic information-gathering, timely and accurate documentation, electronic and physical file management.
- Employee performance management experience.
- Experience promoting a respectful, safe and inclusive job site culture.
- Proven ability to work both independently and collaboratively; self-starter
- Ability to contribute positively to corporate activities and personal development planning.
- Willingness to travel in all conditions, provide after-hours site support and work irregular shifts.
- Proficiency with MS Word, PowerPoint, Excel, Teams.

## **Education and Experience**

- Post-secondary diploma in related field is an asset.
- Three years or more experience in workforce operations, human resources, or similar field.
- Experience in managing Occupational Health and Safety is an asset.

BCIB is an equal opportunity employer and welcomes all those interested in the role to apply. BCIB staff will review all applications received, but only those shortlisted will be contacted for a follow-up interview.

Please send your resume and cover letter to [jobs@bcib.ca](mailto:jobs@bcib.ca)