

Manager, Physical and Psychological Safety

Effective August 2026

The Manager, Physical and Psychological Safety provides leadership, manages collaborative efforts, and provides investigative support to the development, implementation and management of a safe workplace focused on the promotion and protection of the physical and psychological health of employees of the Comox Valley School District. This role works closely with and reports to the Executive Director Human Resources and will be supported by a Safety Compliance Officer.

Key Responsibilities

Employee Relations

- Chairs the District Health and Safety Committee and engages with exempt employees, union representatives and joint health and safety committee members to develop and implement an integrated program to promote an awareness of physical and psychological health and safety in the workplace.
- Holds thoughtful and timely discussions in person and virtually, where required and appropriate, in support of staff health, safety, wellness and attendance.
- Accurately articulates detailed and complex information verbally and in writing to various stakeholders while adhering to confidentiality and privacy requirements.
- Liaises with Union representatives in support of their union members and with other members of the Human Resources team where patterns associated with absenteeism arise that may have psychological safety and/or workplace place violence concerns as a factor.

Workplace Violence and Psychological Health and Safety

- Primary district contact for workplace bullying and harassment reports, the Manager, Physical and Psychological Safety will assist in all aspects of the investigation process, conduct investigations, and proactively engage in alternative dispute resolution interventions.
- Provides coaching and training activities on workplace bullying and harassment to District leadership, with a particular focus on principals and vice principals.
- Develops and executes strategies that promote psychological health and wellness, and ensures District-wide compliance with WorkSafe BC's psychological health regulations.
- Integrates the Workplace Violence Prevention Toolkit into all aspects of investigations and responses to Workplace Violence incidents.
- Provides resources, support and advice to site principals investigating workplace violence incidence reports, and oversees the work of the Safety Compliance Officer in reviewing all investigative reports for compliance with the Workplace Violence Prevention Toolkit and WorkSafe BC requirements.
- Supports school principals in the completion of Employee Risk Reduction Plans and other documentation as is mandated by incidents of workplace violence, and does so in consultation with Inclusive Education, as required.

Employee Wellness and Attendance Management

- With the assistance and support of the Human Resources Advisors, identifies and examines employee attendance patterns where workplace violence and/or issues of bullying and harassment and/or psychological safety may be impacting attendance patterns.
- Assumes carriage of those files in which psychological safety, bullying and harassment and/or violence in the workplace concerns may be a primary or significantly contributing factor to employee attendance patterns, and works with the employee, the supervisor and union representatives to develop action plans that intend to support increased wellness and attendance at work.

The successful applicant will possess:

- University degree from a recognized post-secondary institution with a specialization in human resources or labour relations, or an equivalent combination of education and experience. Postgraduate education in health and safety is an asset.
- CPHR Designation preferred.
- Experience conducting investigations, ideally in a public sector multi-union environment
- Experience working with joint health and safety committees in a supportive, educational and/or participatory context
- Demonstrated conflict management and resolution experience, skills, and effectiveness, ideally in a public sector multi-union environment
- Proven track record in establishing effective relationships with employees, exempt administrators and union representatives
- Experience in a health and safety role or in a supervisory capacity in a safety sensitive, relationship based, complex interpersonal environment
- Exceptional written and oral communication skills, including in emotionally charged situations
- Demonstrated ability to interpret and apply statutory requirements and regulatory regimes such as the WorkSafe BC psychological safety requirements
- Ability to exercise tact and discretion and maintain a calm, courteous approach to sensitive interpersonal situations
- Excellent computer skills (Microsoft Word, Excel, Access and Power Point)
- Ability to develop and deliver educational workshops and seminars related to physical and psychological health and safety as required

The District

Comox Valley School District is an inclusive learning community located on the east coast of Vancouver Island, within the traditional territory of the K'ómoks First Nation. Serving the communities of Courtenay, Comox, Cumberland, Denman Island and Hornby Island, or district is

renowned for its vibrant arts scene, diverse cultural programs, and abundant outdoor recreational opportunities.

We are a progressive district dedicated to developing responsible, compassionate citizens and lifelong learners. Our comprehensive educational program supports approximately 12,00 students in Kindergarten to Grade 12, with over 1800 employees across 15 elementary schools, two junior secondary/middle schools, three secondary schools, two alternative schools, and a distributed learning school. The Human Resources team is based in the School Board Office located at 2488 Idiens Way in Courtenay, B.C.

To Apply

Qualified applicants are invited to apply in confidence by submitting a cover letter, a detailed resume with supporting documentation and three (3) professional references through Make a Future at <https://buff.ly/iDwZGqv>.

This leadership position is a key member of the Operations Team and is exempt from union membership. It includes a competitive annual salary and a comprehensive benefits package.

The job posting will remain open until a suitable candidate is found. **Applications received prior to 4:30 pm on August 24th, 2026 are assured careful consideration.**

The successful applicant will be subject to the terms of the *Criminal Review Act*. Only short-listed candidates will be contacted. No agencies please.

Thank you for your interest in School District 71 (Comox Valley)

An Equal Opportunity Employer