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actsafe 
Safety Association



the right **people**

ACTSAFE SAFETY ASSOCIATION | EXECUTIVE DIRECTOR

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THE ORGANIZATION

ACTSAFE SAFETY ASSOCIATION

In the late 1990's, members of British Columbia's motion picture, television, and performing arts industries were brought together with a mandate to review occupational health and safety regulations and provide guidance as to the applicability of regulations upon these industries. The success of this collaboration between representatives from employer, worker, and regulatory organizations was the catalyst for the formation of Actsafe in 1998, and it remains at the core of the organization's governance model to this day.

Actsafe is a not-for-profit association funded by employer contributions and revenues from fee-based programs and services. This funding model ensures that all stakeholders – large and small, union and non-union, Canadian and international – have a stake in Actsafe and have access to its services. Actsafe aims to continue its trajectory as a leader in educational safety excellence, strengthening its core competency and capacity to improve industry-specific training that supports workplace health and safety.

Over the years, Actsafe has developed a wide range of resources such as digital and print media, instructor-led and online education, personalized OHS advisory services, and safety equipment rentals. Its efforts help keep the industries continually focused on improving health and safety outcomes and preventing illness and injuries, helping reduce regulatory compliance costs, and creating safer workplaces. As a testament to the quality and uniqueness of Actsafe's resources, they are used around the world by those interested in educating and promoting safety in these unique industries.

With a long-standing philosophy of being fair, open, and transparent in all processes, Actsafe is committed to supporting underserved sectors of the industry, particularly those without the knowledge or resources necessary to create effective OHS programs.



Actsafe's Vision, Mission, and Values

Vision:

The prevention and elimination of occupational disease, injuries and illness.

Mission:

To make BC the safest place in the world for the production of motion pictures, television, live events, and performing arts by providing trusted and reliable occupational health and safety education, training and resources to employers, supervisors, and workers.

Core Values:

Collaboration – Only through the collaboration of all of our members, stakeholders, employers, unions, and regulators can we create a workplace free of occupational injury and illness.

Innovation – We serve dynamic and creative industries. Innovation ensures we are constantly looking for new ways to improve our programs and services supporting industry stakeholders.

Accessibility – Our industries don't stand still. Workers and workplaces are constantly on the move and our programs and services need to be conveniently accessible to anyone who needs them.

To learn more, please visit Actsafe's [website](#).

The Executive Director is responsible for the administration of Actsafe, and for achieving the goals of the mission statement and the objectives set by the Board of Directors. Appointed by the Board of Directors and reporting to the Chair, the Executive Director provides leadership in the management of Actsafe, the facilitation of stakeholder input, and directs the staff in the planning and development, administration, management, and mentoring of all Actsafe activities.



Specific Responsibilities

- Initiates, organizes, and coordinates educational activities to promote safety within the arts and entertainment industry;
- Develops and provides appropriate policy and strategy recommendations for consideration by the Board;
- Attends all Board meetings and presents a written Executive Director's Report; prepares other written reports to Board members as required;
- Facilitates compliance with WorkSafeBC's Occupational Health and Safety Regulation in the arts and entertainment industry; provides recommendations for modification when WorksafeBC compliance is unachievable for either industry;
- Seeks and maintains appropriate collaboration and cooperation with industry committees, associations, unions, and guilds that will assist in the attainment of goals and effective delivery of programs;



- Liaises and communicates with appropriate WorksafeBC personnel and safety organizations, including other health and safety associations as required to foster a blending of awareness, education, and enforcement to instill safe work practices;
- Keeping in mind Actsafe's strategic goals and succession planning, develops and maintains a staff organization which provides appropriate policy recommendations for consideration by the Board and delivers services, programs and information beneficial to all Actsafe members;
- Proposes an issue agenda, ongoing project list and updates for the Board of Directors, Motion Picture/Video, and Performing Arts committee meetings;
- Attends workplaces in branches of the arts and entertainment industry to become familiar with relevant health and safety issues;
- Performs such other duties as are customarily incidental to the position or as the Board may from time to time prescribe.

Leadership

- Serves as Chair of industry-wide labour/management standing committees;
- Provides effective leadership in the development of strategies, plans, and priorities to achieve the goals and complete the mission of Actsafe;
- Provides leadership/mentoring to employees;
- Demonstrates integrity and ethical leadership.

Financial and Communication

- Manages the financial relationship with Actsafe's funding partner, WorkSafeBC;
- Develops/recommends to the Board of Directors an annual budget for revenues, expenses, and capital expenditures;
- Ensures sound financial plans, performance measurements, and controls are in place to protect the viability, stewardship and assets of Actsafe;
- Evaluates, reviews and approves or recommends major financial decisions;
- Evaluates new funding or revenue generation opportunities to support member services/programs;
- Promotes and raises the profile of Actsafe and serves as an effective ambassador within the arts and entertainment community.

THE PERSON

The ideal candidate will bring to Actsafe an outstanding track record of previous success as an accomplished professional recognized for his/her management and general business skills. As well, the new incumbent is recognized for his/her leadership and interpersonal abilities fostering teamwork and results. Exposure to the operational aspects of association management would be an asset.



Specific Requirements

- Ideally has a solid exposure and familiarity with the arts, entertainment, and production industries in British Columbia, particularly in the motion picture, television, and live events sectors as well as safe work practices and WorkSafeBC regulatory structure;
- Previous experience in a senior management role within a progressive organization;
- A post-secondary degree would be considered an asset.

Knowledge, Skills, and Abilities

- Strong leadership skills; an organizer and motivator of people with the ability to develop and impart the mission, vision, and strategic plan of Actsafe.
- Facilitation; as a consensus-based organization, the ability to facilitate issues and meetings to move the organization forward will be a major asset;
- A skilled administrator and manager; able to work with a wide variety of people;
- Working knowledge of current computer software and familiarity with social networking;
- Has effectively and efficiently worked with numerous stakeholder groups and committees;
- Understands the dynamics of and is sensitive to working with not-for-profit organizations;



- Reasonable understanding of and experience in financial management, project management, budgeting, and human resources;
- Thorough knowledge of or the ability to quickly learn Actsafe's Bylaws, Rules, Regulations, and Policies;
- Understands the complexity of the regulatory framework within WorkSafeBC and keeps current with its specifications, regulations, and proposed amendments;
- A competent and reliable public speaker; able to act as representative on behalf of Actsafe.
- An appreciation for and ability to work effectively with small "p" politics;
- Demonstrates outstanding professional and ethical behavior;
- Ability to recognize and effectively deal with potentially controversial safety issues;
- Demonstrated ability to work with others in negotiating effective solutions; capable of bringing closure to a variety of long and short-term projects.

Relationship Skills

- Ability to relate to members of the Board and provide meaningful guidance as requested;
- Diplomatic; effective in dealing with people from diverse backgrounds, interests, personalities, and styles;
- Has a frank, open, team-oriented management style and ability to make challenging decisions as required;
- Enjoys people; will be open, approachable, tactful, and politically sensitive while possessing the ability to lead people to achieve objectives; a good listener.

Reporting Structure

Reporting to the Chair and the Board of Directors, the Executive Director supervises the following direct reports:

- Operations Manager
- Industry Safety Advisor – Motion Picture
- Industry Safety Advisor – Performing Arts
- Communications Co-Coordinator
- Staff Accountant
- Consultants as required



- **Personal Characteristics**

- An abiding interest in the arts and entertainment industry;
- Politically astute; understands there are a wide range of industry personality types and complex issues within the province and deals with all stakeholders in a diplomatic, sensitive manner;
- An independent self-starter;
- Loyal, flexible, open-minded; genuine; has a sense of humour;
- Intelligent, thorough, detail-oriented, diligent, and well organized;
- Innovative, creative, future-oriented;
- Confident, self assured; able to handle a range of projects and issues concurrently; sets priorities effectively; manages time well; effective problem-solver.

COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

FOR INFORMATION PLEASE CONTACT:

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