

# Join a team that cares about excellence

## Occupational Health & Safety Specialist

*Human Resources*

BHB ensures the highest in quality health care through service excellence, education and leadership. We seek qualified, highly motivated, and experienced professionals to work in a supportive but demanding environment.

### *Key responsibilities include:*

- Reviews and develops Occupational Health and Safety policies, procedures and guidelines for the BHB, in keeping with best practice. Consults with managers and makes recommendations on their implementation and application
- Reviews employee health, wellness and productivity data to identify trends and potential causes of illness and absenteeism in the workplace and designs programming or policy changes as part of the Health Management & Wellness Program to proactively address the root cause
- Acts as the subject matter specialist for BHB's Occupational Health & Safety Committee, organizing meetings on a monthly and ad hoc basis, as deemed necessary by the committee, and coordinates implementation of recommendations from the committee. Also responsible for the completion of meeting minutes through the Office Medical Administrator
- Manages the communication of Occupational Health & Safety throughout BHB relative to new guidelines, codes and corrective actions
- Works with employees and external service providers to ensure compliance with relevant safety and health legislation. Surveys all BHB sites on a routine basis and reports life-safety deficiencies or hazardous conditions/situations for prompt corrective action. Ensures summary reports and follow-up for corrections. Reports to Quality & Risk committee on a quarterly basis

### *Qualifications &/ registration required:*

- A Bachelor's Degree, or relevant professional years of experience in Occupational Health & Safety
- Prior experience in a healthcare organization is preferred, including a minimum of 4 years in Occupational Health and Safety, required
- Certified Health and Safety Specialist (E.g. CRSP) or a post-graduate certificate program in Health and Safety from an accredited institution, or a commitment to achieve

## Assistant Director, HR Operations

*Human Resources*

### *Key responsibilities include:*

- Leads, mentors and develops teams spanning HR Shared Services, Talent Acquisition, and Total Rewards
- Provides guidance and direction to the day-to-day HR service delivery challenges, encouraging independent judgment and problem solving and appropriately addresses client inquiries and challenges when escalated
- Develops and validates key performance indicators as measurement for the performance of HR Shared Services, Talent Acquisition, and Total Rewards
- Designs and implements standard operating procedures for core HR services functions under management
- Designs, oversees, and communicates internal Service Level Agreements for HR Shared Services
- Provides oversight and identifies opportunity for service improvement and HR team integration to reduce work in "silos", promoting team knowledge transfer and capability building

### *Qualifications &/ registration required:*

- A Master's degree in Business, Human Resources or equivalent, with post-graduate studies in Human Resources, or a related field is required
- A minimum of 8 years' experience in healthcare, finance or international business to include a minimum of 5 years' demonstrated leadership and success in building operational excellence in organizations. Familiarity with operational, financial, quality assurance, and human resource procedures and regulations is required
- Solid and demonstrated experience with talent acquisition, compensation and benefits

**Closing date for applications is: August 13, 2016. Pre-employment substance abuse screening is mandatory for all successful candidates.**

If you want to make a difference, and if your experience and qualifications match the above criteria,  
**visit [www.bermudahospitals.com](http://www.bermudahospitals.com), and apply through BHB Jobs NOW**  
Select "Work at BHB" and follow the steps.



**Bermuda Hospitals Board**

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