

Suite 500, 10405 Jasper Avenue  
Edmonton, Alberta T5J 3N4

## **Director, Alberta Safety Codes Authority**

*This is a full-time, permanent position.*

**Closing Date:** July 27, 2018

*Do you want to play a role in the safety of Albertans? The Safety Codes Council is a statutory corporation that administers parts of the safety codes system on behalf of the Minister of Municipal Affairs. Established under the Safety Codes Act in 1993, the Council delivers programs and services that help ensure the design, manufacture, construction, installation, use, occupancy, and maintenance of buildings and technical systems are safe and comply with the various codes and standards adopted and in force in Alberta.*

The Council is an organization of hard-working professionals dedicated to the Council's vision of Alberta: a safe place to live, work, and play. Our dynamic team is driven to create results, ensure safety, build trust, and foster an environment of respect that holds true to our values. If you are a talented, experienced leader who is looking for a place to make a difference and drive change forward, then this might be the opportunity you have been searching for.

### **Position Summary:**

Reporting to the President and CEO, the Director, Alberta Safety Codes Authority (ASCA) is responsible for ASCA operations as well as providing strategic and managerial processes to staff and stakeholders engaged in providing safety codes services in unaccredited municipalities throughout the Province of Alberta. The Director leads a team of two managers and indirectly manages four staff.

The Director is responsible for the development, implementation and running of ASCA and infusing sound business practice from a blend of private and public sector methods into the framework. The Director must be able to motivate staff and professionals with a range of expertise. The Director is involved in the development and execution of strategic direction to support the Council's corporate goals and objectives and foster working relationships within the safety codes system across Alberta. The Director ensures processes and activities align with the mission and vision of the Council while meeting the Council's Mandate with the Minister of Municipal Affairs.

Relying on business and political acumen, the Director must ensure ASCA's initiatives are effectively designed, delivered, and maintained. Ensuring clear goals and strategies through effective communication within the Council and stakeholder community are key success factors for this role. Working in partnership with other departments of the Council, the Director is responsible for the viability and sustainability of ASCA through sound planning, implementation, and effective delivery of safety codes services using a comprehensive contract management framework and coordination of inspection and permitting services.

As a leader in the organization, the Director, ASCA sits on the Executive Committee, which provides strategic leadership, visioning, and decision making for the Council, with a focus on promoting a culture of respect, trust, support, and empowerment. This requires an individual to be a visionary, have strong communication skills, have a strong sense of values and ethics, and be collaborative in nature.

The Director is also an advocate for the Council, staff, and leadership and is involved in establishing effective relationships with external stakeholders, including the Government of Alberta. The Director, ASCA may also act or be authorized delegated authority to perform the functions of the President and CEO in his/her absence.

**Responsibilities:**

- As a member of the senior leadership team, participate in and support the strategic planning process.
- Lead and manage two managers to establish and implement departmental goals, objectives, and operating procedures.
- Formulate and implement the strategic plan that guides the direction of ASCA.
- Ensure that all services designed and offered through ASCA adhere to and align with standards, procedures, policies, and bylaws of the Council and applicable provincial and federal legislation.
- Evaluate the delivery of permitting, inspection services, and compliance monitoring to ensure compliance with ASCA's approved Quality Management Plan.
- Monitor ASCA performance and emerging issues to identify trends and opportunities for improvement.
- Review and revise the program and contracts with accredited agencies to ensure the effectiveness, efficiency, and appropriateness of services.
- Work with accredited agencies and stakeholders to develop improvement strategies when service delivery falls below acceptable standards.
- Develop and maintain working relationships and partnerships with Municipal Affairs, municipalities, accredited agencies, and other stakeholders to ensure the safety codes system, primarily in unaccredited areas, of the province is properly administered.
- Lead and manage a comprehensive team of contract management professionals and safety codes officers to ensure that the safety codes system is being efficiently and effectively administered.
- Actively work in partnership with other departments of the Council to ensure consistency and continuity.
- Plan and implement a succession strategy to ensure future success.
- Ensure all aspects of financial management for ASCA are implemented.
- Report ASCA's results to the President and Chief Executive Officer of the Council.

**Qualifications:**

- Post-secondary education in business, engineering, management, or other related education.
- Professional designation in a related field would be considered an asset (e.g. PEng.)
- Seven to ten years of experience as a senior leader in a corporate or public environment with proven knowledge of management principles, strategic initiatives, service programs, and business processes.
- Five years of experience in contract management.
- Safety codes officer certification considered an asset.
- Knowledge and experience within Alberta's safety codes system would be beneficial.

**Knowledge/Skills:**

- Must have excellent interpersonal skills including both written and oral communication, and negotiation and conflict resolution. A strong communicator who is a good listener and creates trust in others.
- Demonstrated ability to work with individuals at all levels.
- Strong problem solving and analytical skills with a commitment towards team work, collaboration, and employee engagement.
- Effective time management skills and experience managing multiple priorities and projects.
- Experience in computer software systems including Outlook, SharePoint, Excel and Word.
- A highly energetic and engaged leader who is strategic, visionary, and decisive.
- Experience in motivating, leading, and developing staff.

*Please note that candidates will be required to complete a criminal record check and credit check.*

**Please email your cover letter and resume to: [hr@safetycodes.ab.ca](mailto:hr@safetycodes.ab.ca). We thank all candidates for their interest. However, only those selected for an interview will be contacted.**