

About us:

Birchcliff Energy Ltd. ("Birchcliff") is an intermediate oil and natural gas company based in Calgary, Alberta that is engaged in the business of exploring for, developing and producing natural gas and liquids. All of Birchcliff's assets are located in Alberta, where it is focused on the Montney/Doig Resource Play. Birchcliff's vision is to be an industry-leading producer of profitable and sustainable natural gas and liquids, with the objective of increasing shareholder value over the long-term. Birchcliff has a strong record of success, built on its core belief that outstanding people, combined with a great corporate culture, creates a winning environment. Birchcliff offers competitive compensation, stock options and benefits to its employees.

Birchcliff is seeking a dynamic and motivated Health and Safety Analyst to join our team. Reporting to the Health and Safety Manager, the primary role of this position is to work with the Health and Safety Team and Field Operations staff to support the implementation of safety programs in all of Birchcliff's operating areas.

Key Responsibilities Include:

- **Performance Management**
 - Develop and maintain Health and Safety dashboard for Safety Analytics that will be shared across the company.
 - Conduct trend analysis on all incidents, near misses, hazard identifications and positive observations.
 - Preparation and distribution of internal safety alerts, memos, correspondence, etc.
 - Support various regulatory and annual reporting requirements.
 - Prepare HSE Quarterly and Annual Summary Reports.
 - Keep AER Inspection and Investigation tracking spreadsheet current with new updates.
 - Regulatory audit support as required.
 - Support the COR audit process through the collection of safety data, and coordination of audit activities.
- **Incident Management**
 - Support the data entry and analysis within in our Incident Management Program.
 - Support team members with incident reporting.
 - Ensure full circle documentation of the incident investigation process, including root cause analysis; ensure that effective corrective actions are completed.
- **Training and Competency Management**
 - Support the management of our Learning Management System.
 - Upload and support the creation of new/revised standard operating procedures.
 - Ongoing monitoring of system effectiveness and communication.
 - Coordinate and conduct orientations for Calgary-based Birchcliff staff.
 - Work with Field Health and Safety Advisors to support the orientations for Field-based Birchcliff staff.
- **Emergency Response Management**
 - Support in the management of the ERP and its content including support for the ERP App.
 - Work with Health and Safety Team and Operations to develop the annual full scale ERP exercises.

- **Contractor Management Support**

- Work with operations teams to ensure that we maintain a current Contractor Vendor list.
- Support Contractors to meet our Birchcliff expectations and requirements.
- Support Operations teams in ongoing monitoring of Contractor performance through the engagement of ISN Contractor Management.

- **Safety Data Sheet (SDS) Management**

- Upkeep of the online SDS Binders.
- Coordinate and facilitate training for SDS program, including the app.
- Work with Field Operations to manage chemical lists.
- Maintain the CHAMPS program within the chemical management software.

- **Corporate HSE Responsibilities**

- Assist with HSE document updates including the Corporate Health and Safety Manual, Corporate Environmental Program, TDG permits, etc.

Education, Skills and Abilities:

- Three to five years of Health and Safety administration experience in the oil and gas industry.
- Understanding of Drilling, Completions and/or Production Operations.
- OH&S or Business Analyst certificate would be considered an asset.
- Motivated to support all aspects of our operations.
- Must be able to take direction.
- Excellent critical thinking skills.
- Strong organizational skills and time management with the ability to prioritize tasks.
- Have strong accuracy and attention to detail.
- Strong computer software skills including Word, Excel, PowerPoint and Outlook.
- Strong TEAM player with effective and open communication skills, both written and verbal; highly interactive and collaborative across departments.
- Ambitious and enthusiastic; thriving in fast-paced environments.

Application Process

Interested applicants who meet the criteria's outlined above are invited to submit their resume to careers@birchcliffenergy.com with the description "Health & Safety Analyst" in the subject line of the email.

We thank you in advance for your submission; however, only those selected for an interview will be contacted.