



Subject Matter Expert Profile

Overview of Position:

The College of Applied Biologists is committed to acting in the best interests of the public, by ensuring that all registrants apply, represent, and maintain the highest ethical standards of professional conduct and competence. As a professional regulatory body under the *Professional Governance Act* (PGA), the College has a mandate to protect the public interest in applied biology. This includes responsibilities to conduct audits, practice reviews, inspections, investigations, and disciplinary hearings related to the practice of applied biology professionals registered with the College.

The College is establishing a roster of subject matter experts (SME) from various practice areas of applied biology. The roster will be a list of SMEs who have been assessed and found qualified that may be called on to assist the College.

Possible duties and accountabilities:

- Review documents and records within area(s) of subject matter expertise.
- Provide written summaries, recommendations and/or reports.
- Conduct interviews and/or site visits.
- Attend hearings as an expert witness.

Qualifications:

- Must have significant experience in a subject matter area including:
 - Expert-level competency in the subject matter area;
 - Significant experience (10 or more years) in the subject matter area;
 - Professional experience supervising others or managing teams and/or projects; and
 - Understanding of regulatory requirements, policy, guidance, and standards that relate to the subject matter area.
- A registrant in good standing with the College of Applied Biologists.
- Understanding of the regulatory requirements, policy, guidance and standards that relate to applied biology professionals.
- Reliable and able to complete tasks within timelines.
- Sound judgement.
- Discreet with confidential information.
- Effective communication skills.
- Understanding of the principles of administrative fairness.

Subject Matter Areas:

- Birds

- Fish
- Mammals
- Herptiles
- Insects
- Botany
- Toxicology
- Ecology
- Biochemistry
- Microbiology