



Position of Registrar/Director of Compliance

As a critical member of the College of Applied Biology's (the College) senior management team, the Registrar/ Director of Compliance is responsible for the effective and efficient development and implementation of the College's registration, compliance investigations, discipline, accreditation programs, and providing strategic advice to the College's Council and Chief Executive Officer (CEO).

The Registrar/Director of Compliance is also responsible for providing leadership in accordance with the College's strategic direction regarding the continuing evolution of the College's regulatory mandate. The Registrar/Director of Compliance works with the CEO and Director of Practice to advance the profile and mandate of the College, develop policy, support College members and the profession of applied biology.

Core duties

- Provides leadership for the College in identifying, analysing, managing and resolving emerging and critical issues in the practice of applied biology.
- Supervisory: Leads one or more teams of volunteers and manages one or more employee(s).
- Identifies and manages relationships with partners such as other regulatory bodies, government regulatory bodies and the public as a representative of the College, as required, at meetings (e.g. policy and stakeholder) through contact and collaboration to align diverse interests
- Is the lead liaison in working with academic institutions
- Coordinates assessments of application files with credentials assessors.
- Provides final decisions regarding all application files based on credential assessors' input as needed.
- Works closely with Credentials Committee to ensure registration standards, policies and guidelines align with statutory requirements.
- Works with Council, Executive and Senior staff to develop the strategic direction and decision recommendations and is accountable for multiple operations or projects to achieve the defined outcomes.
- Develops and manages training on investigations and administrative justice for statutory committees, Council and staff.
- Provides advice to the CEO and Council on possible changes to the *Professional Governance Act*, supporting regulations and bylaws.
- Provides advice to registrants regarding compliance issues.
- Provides advice to applicants regarding qualifications and options to obtain registration.
- Guides the decisions of others by developing policies, frameworks and/or protocols.
- Provides input on strategic and business plan initiatives for the College.
- Manages a portfolio of multi-faceted operation(s) and/or project(s) that have organizations-wide implications.
- Exercises independent judgement on a variety of complex, broad-scope issues.
- Supports the development of practice guidelines for members.
- Develops registration guidelines, protocols and procedures for applicants.
- Leads the investigations and discipline processes on behalf of the College and its statutory committees.



Qualifications, Knowledge, and Skills Requirements

- Minimum undergraduate degree or higher from a recognized post-secondary institution in an applied science area.
- Registered Professional Biologist or Technologist (with a post-secondary degree) or ability to become a registrant within 6 months.
- Ability to work exclusively in an electronic file format.
- Demonstrated experience and aptitude working with database systems.
- Experience/knowledge in investigations and administrative justice.
- Greater than 5 years of experience in the natural resource sector.
- Excellent verbal and written communication skills.
- Demonstrated leadership experience and ability to work with volunteers and committees.
- Demonstrated ability to manage complex tasks and prioritize competing demands.
- Demonstrated ability to work in a team environment to implement projects.
- Firm understanding of:
 - the practice of applied biology and other natural resource professions
 - policy development and implementation.

Personal Characteristics

- Highly organized and possesses a systematic approach to work.
- Ability to engage in relationship-building with multiple organizations, government agencies and other professional associations.
- Ability to work to demanding deadlines and to adapt and operate effectively in a dynamic environment.
- Collaborative working style in a team environment.
- Diplomatic and tactful, and able to maintain confidentiality and monitor level of disclosure on sensitive matters.
- Understands and practices ethical behaviour and business practices.
- Innovative approach to developing strategies to improve operations within the organization.
- Ability to be flexible, versatile and open-minded in an evolving work environment while maintaining effectiveness and efficiency.
- Ability to work remotely if needed.

Working Conditions

- Standard office environment; however, the mission of the organization may sometimes involve work outside of the office.
- Standard work week, but occasionally will involve working evenings and weekend hours to accommodate activities (e.g., Council meetings, representing the organization at public events).
- Travel will be necessary.