

Position of Manager of Practice

As a critical member of the College of Applied Biologists' (the College) team, the Manager of Practice is responsible for supporting the effective and efficient development and implementation of the College's audit and practice review, mandatory training and continuing professional development (CPD) programs, professional standards, and guidelines.

Duties and Responsibilities

Core duties

- Provide leadership for the College in identifying, analysing, managing, and resolving emerging and critical issues in the practice of applied biology.
- Represent the interests of the College at policy and stakeholder meetings as required.
- Work with the Director of Practice and other staff to develop the strategic direction for the College.
- Support development of, and manage, training for statutory committees, Council, and staff.
- Provide input on strategic and business plan initiatives for the College.
- Work with various internal and external committees and task forces to address professional practice, mandatory training, and reconciliation with Indigenous Peoples related matters and deliver practice initiatives.
- Support development of practice guidelines documents (e.g., guidelines, guidance, informational) for registrants.
- Work with other regulatory bodies, government agencies or associations to develop joint guidelines around areas of shared practice and in supporting professional practice.
- Manage the continuing competence program for registrants.
- Support the College's Audit and Practice Review initiatives including:
 - Participating in audits and practice review processes,
 - Developing and maintaining workflows for effective management of audit processes,
 - Managing the audit module component of the College's database,
 - Working with and supporting the Audit and Practice Review Committee & Audit Assessor Working Group
 - Working with Practice Review Team on designing practice reviews,
 - Reporting results of audits and practice reviews, and
 - Monitoring registrants' follow through on remedial actions or conditions from both the Audit and Practice Review processes.
- Support the College's Continuing Professional Development (CPD) Program and mandatory training initiatives including:
 - Responding to enquiries and questions from registrants,
 - Documenting and tracking enquiries and questions from registrants,
 - Managing the CPD and mandatory training module components of the College's database,
 - Reporting results of CPD and mandatory training compliance, and
 - Monitoring registrants' follow through on corrective actions from CPD and mandatory training programs.

- Support the College's Practice Advice Program including:
 - Responding to enquiries and questions from registrants,
 - Documenting and tracking enquiries and questions,
 - Developing communication tools related to professional practice.

Qualifications, Knowledge, and Skills Requirements

- Undergraduate degree or technical diploma from a recognized post secondary institution in a field relevant to the position, or equivalent combination of education and experience.
- Experience working with Indigenous Peoples and First Nations in British Columbia
- Minimum of 5 years of work experience in the natural resource sector.
- Excellent verbal and written communication skills
- 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
 - reconciliation with Indigenous Peoples in British Columbia; and
 - policy development and implementation.

Asset qualification

- Registration with the College of Applied Biologists, either as a Registered Professional Biologist (RPBio) or a Registered Biology Technologist (RBTech), or eligible to become registered within six (6) months, is an asset and may be considered.

Personal Characteristics

- Highly organized and possessing 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.
- Is diplomatic and tactful and able to maintain confidentiality and monitor level of disclosure on sensitive matters.
- Understand and practice 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.

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 evening and weekend hours to accommodate activities (e.g., Council meetings, representing the organization at public events).
- Ability to work from home 1 – 2 days a week.
- Travel to Council, Annual General Meeting and annual College conference will be necessary.



- Travel to Statutory Committee and task force meetings and events will be necessary occasionally.
- The College's office is located in Victoria, B.C. and the preference is the employee be based in the greater Victoria area; however, remote work option may be considered.

How to Apply

Please submit your CV and a cover letter to cab@cab-bc.org.

Position open until filled.