



Position of Director of Practice

As a critical member of the College of Applied Biology's (the College) senior management team, the Director of Practice is responsible for the effective and efficient development and implementation of the College's audit and practice review programs, professional standards and guidelines, and providing strategic advice to the College's Council and Chief Executive Officer (CEO).

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

Duties and Responsibilities

Core duties

- Provides leadership for the College in identifying, analysing, managing and resolving emerging and critical issues in the practice of applied biology.
- Representing the interests of the College at policy and stakeholder meetings as required.
- Work with Council, Executive and Senior staff to develop the strategic direction for the College.
- Developing and managing training on investigations and administrative justice for statutory committees, Council and staff.
- Provide advice to the CEO and council on possible changes to the College of Applied Biology Act and Rules, or the Professional Governance Act, supporting regulations and bylaws.
- 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 related matters and deliver practice initiatives.
- Develop practice guidelines for members.
- Work with other regulatory bodies or associations to develop joint guidelines around areas of shared practice and in supporting professional practice.
- Partner with government and/or other crown agencies on issues related to member practice.
- Oversight of the continuing competence program for members.
- Staff lead on the College's Audit and Practice Review initiatives including:
 - Developing and maintaining workflows for effective management of audit processes
 - Managing lists of potential auditees,
 - Working with Practice Review Team on designing practice reviews,
 - Recording results of audits and practice reviews,
 - Monitoring registrants follow through on corrective actions from both the Audit and Practice Review processes.

Qualifications, Knowledge, and Skills Requirements

- Undergraduate degree or higher from a recognized post secondary institution.

- Registered Professional Biologist or Technologist or ability to become a registrant within 6 months.
- Experience/knowledge in investigations and administrative justice Membership in the College of Applied Biology as a Registered Professional Biologist (RPBio) or the ability to become a member within six (6) months.
- Greater than 5 years of 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
 - natural resource professions, and
 - 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.
- 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).
- Occasional travel will be necessary.

Closes at 12:00am PST on Sunday February 3, 2019. Please submit your cover letter and resume to Janet Schaffer, Regulatory Support Officer, at reg_officer@cab-bc.org.