



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, mandatory training and continuing professional development (CPD) programs, professional standards and guidelines, working 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 registrant and the profession of applied biology.

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 Council, Executive and Senior staff to develop the strategic direction for the College.
- Develop and manage training on investigations and administrative justice for statutory committees, Council and staff.
- Provide advice to the CEO and Council on possible changes to the *Professional Governance Act*, *Applied Biologists Regulation*, College bylaws and supporting documents such as policies, standards and guidance.
- 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 People related matters and deliver practice initiatives.
- Develop practice guidelines documents (e.g. guidelines, guidance, informational) for registrants.
- Be the College lead on developing and maintaining collaborative agreements with other regulatory bodies.
- 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 registrant practice.
- Oversee the continuing competence program for registrants.
- Act as staff lead on the College's Audit and Practice Review initiatives including:
 - Developing and maintaining workflows for effective management of audit processes,
 - Managing the audit module component of the College's database,
 - Working with 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,
 - Monitoring registrants' follow through on corrective actions from both the Audit and Practice Review processes.



- Act as staff lead on the College's Continuing Professional Development (CPD) and mandatory training initiatives including:
 - Developing and maintaining workflows for effective management of CPD and mandatory training processes,
 - Managing the CPD and mandatory training module components of the College's database,
 - Reporting results of CPD and mandatory training compliance,
 - Monitoring registrants' follow through on corrective actions from CPD and mandatory training programs.

Qualifications, Knowledge, and Skills Requirements

- Undergraduate degree or higher from a recognized post secondary institution.
- Registered Professional Biologist (RPBio) or Registered Biology Technologist (RBTech) with the College of Applied Biology or the ability to become a registrant within six (6) months.
- Experience working with Indigenous Peoples and First Nations in British Columbia
- 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
 - reconciliation with Indigenous Peoples in British Columbia; and
 - policy development and implementation.

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.