

EXECUTIVE OFFICER

Professional Practice ■ Professional Development ■ Policy and Research

ABOUT THE CLPNA

The College of Licensed Practical Nurses of Alberta (CLPNA) is the non-profit, regulatory (licensing) organization for the province's Licensed Practical Nurses (LPNs).

CLPNA mandate is to lead and regulate the profession in a manner that protects and serves the public through excellence in Practical Nursing. Our focus and commitment to public protection and regulatory excellence underscores everything we do.

THE ROLE

The CLPNA has an exciting and rewarding leadership position overseeing the areas of Professional Practice, Professional Development, Policy and Research. Reporting to the CEO, the Executive Officer provides accountability for departmental planning, directing, staffing, coordinating and controlling functions and activities which contributes to the development and implementation of strategies, policies and procedures which align with the CLPNA Vision and Values.

The successful candidate will be an experienced and inspiring individual who is motivated by the challenge of joining a progressive organization and will exhibit advanced leadership and interpersonal skills with a high degree of integrity. Key skills and abilities include the demonstrated ability to be a strong, positive and encouraging leader of a diverse and independent team, consistently provide clear direction and is accepting of feedback and is open to positive change, while working within the mandate of the organizational culture and strategic direction.

KEY RESPONSIBILITIES

- Oversee all operations in Professional Development, Professional Practice, Policy and Research, assuring smooth, effective and efficient operation that aligns with strategic direction, including:
 - Innovation and advancement of LPN nursing knowledge to support safe, competent, ethical practice
 - Professional development, which includes post-basic LPN education, including a learning management system
 - Research to support quality and excellence in regulation, innovation using an evidenced based, evaluative approach
 - Oversee policy team including policy development, implementation, translation, evaluation and utilization
- Build and maintain positive relationships and collaborative arrangements with external stakeholders
- Ensure proactive responsiveness to trends and changes in regulation, legislation and the health system
- Ensure the accuracy, integrity and timeliness of reporting (financial, operational, outcome) from respective areas of responsibility

- Human resources management, including leading and mentoring a team that encourages career and professional development, employee engagement and retention, organization design and change management
- Provincial and national committee involvement

EXPERIENCE

- Minimum master's degree in nursing, business, or other related discipline
- Minimum of 5-10 years' experience in a relevant leadership/management position
- Knowledge and experience in research, nursing education, nursing practice and policy development
- Knowledge of relevant legislation, regulations, policies and trends/issues guiding and impacting the LPN profession
- Strong working knowledge of the Alberta health system
- Proven ability to operate within a regulatory framework
- Must speak, read and write English fluently

OTHER

- Ability to travel provincially, nationally and internationally
- Must own, properly register and insure own vehicle
- Possess a valid Alberta Class 5 driver's license
- Satisfactory professional and criminal reference checks

HOW TO APPLY

Please email your cover letter and resume to recruitment@external.clpna.com.

CLPNA is an equal opportunity employer. We thank all applicants for their interest; only short-listed candidates will be contacted.