

# Executive Director/Registrar

**If you excel at Leadership and the operational functions in a regulatory environment, then we should talk.** Our client is a health professions regulatory college accountable for all aspects of regulation of the Acupuncturist profession in accordance with the Health Professions Act (Alberta) (HPA). We are in need of an individual to undertake the senior management role for the organization. Reporting to Council, the Executive Director/Registrar is responsible and accountable for providing leadership and direction to the College to fulfill the regulatory and operational functions of the College of Acupuncturists of Alberta.

The **Executive Director/Registrar** reports directly to the Council and is accountable for all aspects of regulation of the profession in accordance with the HPA and the Acupuncture Profession Regulation including but not limited to registration processes, complaint, investigation and discipline processes, inspection, continuing competence, and management of registrant information. Protection of the public is the primary mandate of the CAA.

## ***The primary responsibilities of this position include:***

- Fosters a high-quality workplace that reflects the values of the organization by providing strong leadership to staff and demonstrating effective people management skills
- Translates the strategic plan into an operational plan for the organization – Reviewed every 3 years
- Sets the framework for operational plan delivery through competent staff, functional organizational design and assignment of resources
- Establishes, supports, and retains an effective leadership team such that the organization can achieve its mission and priorities, and ensure leadership contingencies are in place
- Monitors program outcomes and make necessary recommendations to ensure appropriate outcomes are achieved
- Ensures that all authorities as set out in the HPA are executed
- Ensures that all requirements set out in other relevant legislation and agreements are met
- Oversees the development of and updating of operational policies and procedures
- Identifies key challenges and opportunities and provides leadership to support the development of innovative and strategic approaches that enable the achievement of the strategic vision
- Ensures the organization has a strong commitment to quality and process improvement
- Oversees the financial health of the organization in accordance with the policies and procedures set out by Council
- Oversees the development and monitoring of a risk management plan.
- Manages material, human and financial resources to promote productivity, effectiveness, and efficiency
- Leads the management team in developing operational plans; coordinating and establishing performance measures and timelines; and monitoring and evaluating achievement of the plans
- Develops and implements the CAA's internal organizational structure, and operational policies and procedures.
- Oversees planning and delivery of member services related to practice advice, continuing competence, communications and networking.
- Is responsible for acquisition and maintenance of office equipment, security, and computer systems.
- Oversees management of information technology, member database systems, and the CAA website.

We are seeking a mature professional who is methodical but also open-minded, an outstanding communicator, adaptable, hands-on, and is looking for a long-term relationship with a solid organization. As an ideal candidate:

- You hold bachelor's degree (or masters) in a related field, such as health administration, leadership, public policy, adult education, or business administration.
- You have a successful track record as a senior leader within a similar, regulatory organization; are experienced in the nuances of legislation and regulatory policies and understands that public protection is foremost.
- Have a demonstrated success in working with Council members/board members and committees.
- Have a proven track record of building positive, effective relationships with employees as well as external stakeholders
- Enjoying building and augmenting a team of professionals to make the organization your own

You have strong communication skills, and value building and maintaining relationships. You are diplomatic and skilled at relationships. You are collaborative and have an intuitive ability to work well at managing multiple projects, can adhere to deadlines, and demonstrate effective time management skills. You are skilled at leading change and are proactive. You are a team player and enjoy working in a smaller organization where relationships are key. You are a highly disciplined individual with strong personal ethics and outstanding discretion and judgment, and management skills with keen attention to detail. You know how to take initiative and follow up in areas that need attention. You enjoy working with professionals in a high-quality, regulatory environment. Occasional travel provincially, nationally and, on occasion, internationally is required. You have empathy and compassion. The Executive Director/Registrar will need to be available to work occasional evenings and weekends, as required, to accommodate activities such as Council meetings and representation of the organization. The successful candidate will also need to own, properly register and insure a vehicle to be used in the role of Executive Director/Registrar.

This role is a full-time position with an attractive compensation package and benefits. Hybrid work arrangement possible.

To apply in complete confidence – please send a cover letter and resume to **DCL Resources Ltd., Attention: Dean Lack** at [dean.lack@outlook.com](mailto:dean.lack@outlook.com) or call us at 780 445-8900