COLLEGE OF ALBERTA PSYCHOLOGISTS

REGISTRAR AND CHIEF EXECUTIVE OFFICER
Full-Time Position Available

The College of Alberta Psychologists (CAP) is seeking a Registrar and Chief Executive Officer (CEO) to provide vision and leadership in its mission of providing safe and competent psychological care to the Alberta public while advancing the strategic goals of regulatory excellence and fostering a positive organizational culture.

Working closely with CAP Council, senior staff, and key stakeholders, the Registrar and CEO will advance all strategic initiatives while serving as the chief representative of CAP. The Registrar and CEO is also responsible for overseeing core organizational functions including finance, staffing, performance management, and reporting.

Chief Responsibilities

- **Leadership and vision.** Lead the development and articulation of CAP's vision, mission, and long-term goals for Council approval. Oversee implementation of strategies and objectives approved by Council, ensuring the values and ethics of the profession are upheld.
- **Operational performance and management.** Provide strategic leadership to senior management and ensure CAP has the capacity, talent, and culture needed to achieve its mission of being a leading regulatory organization.
- **Council relations and governance.** Build a productive relationship with Council and provide timely, accurate information, reports, analytics, updates, and recommendations to support its governance role.
- **Community and stakeholder relations.** Represent CAP and build relationships with the public including regulated members, community leaders, government and other regulatory communities.
- **Communication and information management.** Maintain effective communication with Council, staff, other psychological jurisdictions, stakeholders, and key parties while supporting secure information management, data collection, transparency, and accountability.
- **Financial management.** Maintain strong financial oversight and controls, sound budgeting and reporting and regulatory compliance, while ensuring the long-term financial health of CAP.
- **Operational excellence and risk management.** Ensure effective resource allocation driven by key performance analytics while maintaining compliance with applicable industry standard financial reporting requirements and policies, including appropriate identification and management of organizational risks including cyber/data security.

The Successful Candidate

The successful candidate will combine extensive professional leadership experience with superior knowledge of psychology practice, health regulation, program development/evaluation, board governance, principles of natural justice and performance driven organizations. They will have a track record of earned leadership and interconnected skills that exemplify leading by example.

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Position Details

The Registrar and CEO will be based in the CAP office in Edmonton, Alberta. Travel is an expected and a regular aspect of this position, including travel to meetings, conferences, and other activities throughout Canada and the United States of America.

The anticipated start date is March 1, 2027, with some flexibility based on the successful candidate's availability.

Compensation and Benefits

CAP offers a competitive salary, commensurate with the candidate's professional qualifications, experience and the requirements of the position along with a comprehensive benefits package, including:

- Paid vacation and sick leave.
- RRSP matching.
- Group benefits plan.
- Health and Wellness spending account.
- Volunteer days and access to an on-site gym.

How to Apply

If you are interested in applying for the position, please submit an application package via email in PDF format to:

Dr. David Danto, R. Psych.
President, CAP Council
College of Alberta Psychologists
Email: careers@cap.ab.ca

Your application package should include:

- a current Curriculum Vitae with covering letter,
- a brief typed statement explaining your interest and how you would approach your duties/responsibilities of the Registrar and CEO position, and
- names and contact information of three professional references.

CAP embraces diversity, inclusion, and equal opportunity. We welcome applications from all qualified individuals.

If you have questions about the position, please contact Amanda Whipple, Chief Financial Officer via email a.whipple@cap.ab.ca or by telephone 780.424.5070, ext. 325.

Closing Date

Please submit your application by December 11, 2026. Application reviews will begin immediately and continue until the position has been filled. We thank all candidates for their interest in CAP. Only those selected for interviews will be contacted.

To learn more about the College of Alberta Psychologists, please visit our website at www.cap.ab.ca.