



College of  
Massage  
Therapists of  
Ontario

# CAREER OPPORTUNITY

## MANAGER, POLICY AND COMMUNICATIONS

### WHO WE ARE

The **College of Massage Therapists of Ontario (CMTO)** regulates Registered Massage Therapists (RMTs) and exists to protect the public interest. By ensuring that RMTs maintain professional Standards of Practice and are held accountable for their conduct, CMTO protects the public's right to receive high quality, safe and ethical Massage Therapy treatment. The College operates in a non-unionized environment and is conveniently located near transit in midtown Toronto.

### ABOUT THE ROLE

As our new Manager, Policy and Communications, you will work under the general direction of the Director, Policy and Communications to manage the day-to-day operations of CMTO's policy, data and communications initiatives. These activities include staff support to the Client Relations Committee, program development of the Sexual Abuse Prevention Plan, Funding for Therapy and Counselling Program, and other proactive initiatives aimed at protecting the public interest and engaging the public.

### KEY DUTIES AND RESPONSIBILITIES

- Assists the Director in developing the annual departmental budget and in monitoring and managing actual expenses versus budget for public communications initiatives and Funding for Therapy and Counselling Program.
- Provide guidance and manage the performance of 4 direct reports and indirect contracted and/or professional resources.
- Ensure the implementation of effective systems of communication to appropriate external stakeholders, ensuring an inclusive process/plan that is aligned with the organization's strategic priorities and policies.
- Work with Director and department staff on Policy and Data Management initiatives.
- Manage Sexual Abuse Prevention Plan.
- Provide staff support to and lead activity of Client Relations Committee, including researching and writing comprehensive reports and briefings for presentation.
- Ensure the effective management/administration of the Funding for Therapy and Counselling Program in accordance with relevant legislation and regulation.
- Represent the College through public initiatives such as events, meetings, open houses and through interactive technology.
- Build and maintain strong relationships with partnering organizations, community networks, health professionals, government agencies, and the broader community.
- Increase public awareness of CMTO's mandate and purpose to protect the public interest through development and implementation of effective public, and media relations strategies.
- Lead and/or participate in projects to enhance the Policy and Communications area and participate in College-wide initiatives, as assigned

### College of Massage Therapists of Ontario

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## SKILLS

- Experience creating and/or implementing preventative action plans/processes in a health regulatory or other regulatory environment.
- Knowledge of policy analysis and research methodology and use of research methods.
- Experience in interpreting legislative requirements and identifying and analyzing the implications on internal policies and procedures.
- Knowledge of dealing sensitively with persons who may have experienced sexual abuse.
- Strong verbal and written communication skills; able to compose communication materials on complex issues using succinct, simple language and tactfulness.
- Proven ability to lead a team, and coach, mentor and develop staff.
- Skilled in communicating, presenting and relationship building with/to a variety of audiences internally and externally.
- Critical thinking, judgement and problem-solving.
- Application of project management disciplines to plan, manage and execute projects.
- Capable of initiating and driving change through process and program improvement.
- Proficient in the use of technology in daily work (Microsoft Office suite, databases).

## QUALIFICATIONS

- University degree in Public Policy, Health Policy, Public Relations, Communications or related field
- Minimum 5 years' experience working in a Policy/Communications program role or related field and 3 years' experience in a management role
- Current and comprehensive knowledge of the *Regulated Health Professions Act, 1991* (RHPA), the *Massage Therapy Act* and other relevant legislations and regulations and all College policies, standards and guidelines
- Experience working with elected and appointed Councils/Boards and Committees
- Background in working in a health, regulatory or publicly funded environment strongly preferred
- Fluency in French an asset

This is an exciting opportunity for an individual who's ready to step into a multi-faceted leadership role where you can make a difference.

## INTERESTED?

To be considered for this role, please forward your resume and cover letter to [resumes@cmtto.com](mailto:resumes@cmtto.com) on or by May 24, 2019. **Please state the job posting title and your name in the subject line of the email.**

*We thank all applicants for their interest in CMTO. Please note, only applicants selected for an interview will be contacted.*

*The College of Massage Therapists of Ontario promotes diversity in the workplace and is committed to ensuring that its recruitment and other employment activities are fair and equitable. Accommodations are available at all stages of the employment cycle upon request.*

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