



College of
Massage
Therapists of
Ontario

- Work proactively with policy teams at other Health Regulatory Colleges in Ontario to anticipate policy issues and collaborate on research and analysis.
- In addition to role-specific projects, lead and/or participate in projects to enhance the Policy Department and participate in College-wide initiatives as assigned.
- Be knowledgeable of and apply project management disciplines in planning, managing and executing projects.

SKILLS

- Organizational, time management and planning skills and proven ability to manage and deliver on multiple and competing priorities.
- Critical thinking, judgment and problem-solving.
- Exemplary communication skills: verbal and written, ability to convey complex messages in plain language, draft PowerPoint presentations.
- Interpersonal skills: collaboration and relationship management skills, ability to influence without formal authority.
- Self-starter with the ability to work with minimal direction and supervision.
- Strong attention to detail.
- Builds relationships within and outside the organization to identify opportunities, facilitate change and decisions.
- Flexible, resilient and resourceful in dealing with organizational change.
- Advanced proficiency in the use of technology in daily work (Microsoft Office suite).

QUALIFICATIONS

- University degree (Master's degree would be an asset) in public administration, public policy, economics or a related field of study.
- Knowledge of policy issues in regulation, healthcare or healthcare regulation.
- 3-5 years' experience in interpreting legislative requirements and identifying and analyzing the implications on internal policies and procedures.
- Knowledge of policy analysis and research methodology and use of research methods and public consultation methods.
- Understanding of Ontario's health regulatory systems and legislation.
- Consultative: proven ability to listen critically and actively to understand needs.

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1867 Yonge Street, Suite 810
Toronto, ON M4S 1Y5

Phone: 416.489.2626

Toll-free (in Ontario):
1-800-465-1933

cmtocmto.com



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INTERESTED?

To be considered for this role, please forward your resume and cover letter to resumes@cmto.com on or June 29, 2018. **Please state the Job Posting Title 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 personnel activities are fair and equitable. Accommodations are available at all stages of the employment cycle upon request.

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