



College of
Massage
Therapists of
Ontario

CAREER OPPORTUNITY

Senior Advisor OFFICE OF THE REGISTRAR

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.

Is this job for you?

If you're right for this job, you'll have a diverse set of experiences, skills and abilities:

- **Critical thinker and problem solver** – you're a good thinker who sees problems as challenges and uses a combination of knowledge, experience, intuition, and logic to come up with solutions
- **Independent** – you don't need someone looking over your shoulder. You're resourceful and can manage a diverse task load with little instruction or oversight.
- **Collaborative** – you're great at working with others and have strong skills in verbal and written communication that allow you to succeed with a diverse range of stakeholders.
- **Detail-oriented** – you see how the little things add up in the big picture and pay attention to every detail whether you're composing an agenda or sending an email.
- **Communicative** – you bring precision and professionalism to all your communications and can draft correspondence just as easily as you can speak clearly with professionals, lawyers, and government officials.
- **Multi-tasker** - you'll thrive if you like working in a dynamic, fast-paced environment, able to prioritize and multitask.

You also have experience working in public administration, management support, policy, communications, Board governance or comparable staff roles, as well as demonstrated management, business analysis and/or policy skills.

College of Massage Therapists of Ontario

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

Phone: 416.489.2626

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

cmto@cmto.com



A post-secondary degree or diploma and 5 years' relevant experience in public administration, management support, governance, and/or regulatory affairs are preferred, or an equivalent combination of education and work experience.

Knowledge of Regulatory Health Professions legislation in general and specific requirements related to Massage Therapy is not a prerequisite, although you will be expected to quickly acquire a working knowledge and to develop that knowledge further over time.

This is a full-time position in Toronto, just steps from the Davisville subway station. Our office hours are Monday – Friday, 8:30am to 4:30pm, although often longer hours will be required, as would be expected in this type of leadership support role. We offer a competitive starting salary commensurate with your skills and experience.

It's a very challenging role with two key components.

1. The first component focuses on providing coordination and leadership support to the Registrar and the Deputy Registrar.

This part of the role requires the application of excellent judgement, superior analytical and problem-solving skills, strong management skills, and experience with negotiation, consensus building, and conflict resolution to the following:

- Coordination of the preparation of senior management team meeting agenda, with input from team members, taking meeting notes as required, and tracking follow-up items.
- Liaising on behalf of the Registrar/Deputy Registrar with other members of the senior management team on issues as required.
- Following up on issues, questions, or other requests with members of the senior management team.
- Drafting correspondence and preparing briefing notes and presentations, including providing input on materials developed by others in the organization.
- Researching issues and recommending appropriate courses of action.
- Working closely with the Registrar and Deputy Registrar to keep them informed of and prepared for upcoming commitments and responsibilities, and to ensure appropriate follow up.
- Preparing and/or coordinating briefing materials for the Registrar and Deputy Registrar for meetings and travel, working closely with other CMTO staff.

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2. The second component focuses on working through the Registrar to coordinate and support the activities of Council (our Board of Directors) and Council's Executive Committee.

This part of the role requires discretion, tact, and diplomacy, as well as a policy and governance sensibility, an awareness and knowledge of CMTO's policy and management agenda, and a close, trust-based working relationship with Council including:

- Maintaining and managing Council's and Executive Committee's planning calendar – an integrated picture of meetings, planning and governance cycles, annual milestones and decision points.
- Tracking Council decisions and, through the CEO, ensuring appropriate follow-up and report backs.
- Assisting with the development of the agenda, preparation and/or coordination of the meeting materials, including reviewing and providing the CEO with advice on materials being submitted to Council.
- Drafting meeting minutes as required.
- Updating and/or drafting Council policies.
- Coordinating the Council election process and serving as the liaison with agencies and various levels of government regarding public Council appointment and other governance items as required.
- Coordinating the Council appointment and non-Council renewal processes; including updating orientation materials and coordinating submissions for Non-Council member appointments.

Interested?

Please send a cover letter and your resume *in a single PDF file* to cmto@sgoodwin.ca, with "CMTO Senior Advisor" in the subject line. The closing date for this posting is **Tuesday March 27 2018**.

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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