



Director, Professional Practice, Policy and Regulatory Affairs

Do you enjoy working in an environment that encourages professionalism, integrity, leadership, and collaboration? If you are an energetic, seasoned individual with a passion for protecting the interests of the public, and a background in policy and regulation, this position may appeal to you.

Responsibilities include:

As the College lead responsible for coordinating the activities of and serving as a resource to the Inquiries, Complaints and Reports Committee, Fitness to Practice Committee and the Discipline Committee you will:

- Administer the College's complaints and discipline processes by responding to telephone and written inquiries regarding the College's complaints processes and to complaints and reports received by the College;
- Manage all cases proceeding through the complaints, investigations and discipline processes ensuring that procedures and timelines established in legislation and policies are met and that complainants and registrants involved are kept appropriately informed;
- Ensure that principles and policies relating to client service are observed in the complaints process and throughout investigations and disciplinary processes;
- Conduct ongoing research into best practices, identify the need to provide further guidance to registrants and, in consultation with the Registrar and Committees, develop/update standards of practice, guidelines, and policies;
- Investigate certain complaints by interviewing complainants, registrants who are the subject of certain complaints, and other witnesses as necessary, both in person and by telephone;
- Manage contracts with external investigators appointed by the Inquiries, Complaints and Reports Committee, ensuring evidence is gathered in an appropriate manner and to the extent necessary for the Inquiries, Complaints and Reports Committee to make a determination;
- Ensure that the public register reflects changes in the registration status of registrants relating to fitness to practice, and information related to decisions and orders by Committees;
- Maintain all necessary records ensuring confidentiality of information is maintained and that the College meets its obligations under relevant legislation;
- Evaluate the College's bylaws, policies and procedures and make recommendations concerning transparency, clarity, consistency with principles of fairness, reasonableness, and due diligence

Qualifications:

The successful applicant will have excellent communication, interpersonal, writing, editing and organizational skills, be noted for tact, diplomacy and discretion and will have experience in

interpreting legislation, and working with boards and volunteers in an advisory or resource capacity. The applicant must be flexible to work in a small, high performing team environment where the work is exciting and there is opportunity to develop new skills and knowledge.

Highly developed analytical and judgement skills are required, demonstrated through work experience in government, a legal capacity, or in working with adjudicative/regulatory bodies. Knowledge of legislation and the ability to evaluate and communicate legal documents, concepts and regulatory framework governing health professions in Ontario, are required to be effective in this position.

A degree in law would be advantageous.

High level of proficiency with Microsoft Office tools and other presentation applications is required. Some flexibility in hours of work is required to accommodate meeting schedules and the requirements of Council and Committees.

Please submit your résumé and cover letter (including your salary expectations) by email. Applications are welcome until November 15, 2017

We thank everyone who takes the interest and time to apply for this position. Only those most suited to the position will be contacted for an interview.

Confidential applications should be sent to the College of Kinesiologists of Ontario to the attention of

brenda.kritzer@collegeofkinesiologists.on.ca