

Job Opportunity- Manager, Registration Services

The College of Kinesiologists of Ontario (CKO) is seeking an energetic and seasoned individual to provide leadership in the management of registration services. The Manager, Registration Services is a pivotal position in the College, reporting to the Registrar and CEO, and responsible for ensuring implementation of registration policies and practices which are transparent, rigorous and fair. The Manager is accountable for the administration of the College's entry-to-practice examination, liaising with the third party provider and two committees engaged in development and administration of the exam.

We are a dynamic organization that is constantly striving to improve how we do business, how we serve the public interest and how we govern the profession of kinesiology. The College has been in place since April 1, 2013 and is accountable to the Minister of Health and Long-Term Care. The College exists to protect the public by registering qualified applicants, receiving and addressing complaints made about kinesiologists, and ensuring the ongoing competency and professional development of kinesiologists. The College is one of 26 health profession regulators governed by the *Regulated Health Professions Act, 1991* (RHPA) and a profession-specific act, the *Kinesiology Act, 2007*.

Responsibilities include:

- Lead the development of transparent and fair policies and practices to improve the efficiency of registration processes;
- Coordinate the activities of the Registration Committee, ensuring timely and rigorous review of applications referred by the Registrar, policy development and periodic review of the services provided to applicants;
- Develop reports for Council and others detailing registration statistics and activities;
- Build/enhance relationships with professional associations and universities to ensure clear understanding of registration requirements;
- Ensure applicants feel respected and that their applications are addressed in a timely, transparent and fair manner;
- Oversee examination development and third party exam administration;
- Ensure the maintenance, accuracy and confidentiality of registration records in the member database, including fees payments and invoicing;
- Maintain current and comprehensive knowledge of the RHPA, the *Kinesiology Act*, other relevant legislation, and all College policies, standards, guidelines and regulations;
- Contribute to strategic planning of Council, risk management planning and financial reporting.

Key skills in the ideal candidate

The successful applicant will:

- have excellent communication, interpersonal, writing, editing and organizational skills;
- be noted for tact, diplomacy and discretion;
- have experience in interpreting legislation, and working with boards, and volunteers in a management 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. Leadership skills will have been acquired through project work, team building experiences and contributions to organizational development.

Highly developed analytical and judgement skills are required that were most likely developed through a university education, with follow-on work experience in government, a legal capacity, or working with adjudicative/regulatory bodies. Knowledge of the legislative and regulatory framework governing health professions in Ontario is required to be effective in this position.

A high level of proficiency with Microsoft Office tools and other presentation applications is required. Experience with membership management software would be an asset.

Other requirements

- Valid driver's license
- Some flexibility in hours of work is required to accommodate meeting schedules
- Occasional travel to conferences and to Ontario universities to make presentations to students.

Salary and benefits

This is a full-time permanent position. The College offers a generous benefits package and competitive salaries.

Application process

Please submit your resume and cover letter to Tracey Scott, Executive Officer via:

Email: tracey.scott@coko.ca

OR

Fax: (416) 961-7009

Applications are welcome until **October 12, 2018**.

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. All inquiries will be kept in strict confidence.