

Position Profile: Registrar, College of Optometrists of Ontario
Job Region: ON – Metro Toronto Area
Posting Date: March 11, 2019
Application Deadline: March 29, 2019

Role and Responsibilities – General

The College of Optometrists of Ontario (“the College”) is established under the *Optometry Act*, 1991 and the *Regulated Health Professions Act*, 1991 (*RHPA*) to regulate the practice of optometry in the public interest. The College has a duty to ensure the Ontario public has access to safe, effective and ethical care in their dealing with optometrists. The Registrar is the chief executive officer of the College and is responsible for discharging specific statutory duties as set out in the *RHPA*. The Registrar is appointed by, and reports to, the College’s Council.

The Registrar’s responsibilities fall into four key result areas (in ranked order):

1. Ensure that College processes meet the legislative and regulatory mandate to serve and protect the public interest;
2. Provide leadership, strategic vision and guidance;
3. Build and manage effective stakeholder relations with the public, Government, optometrists and other stakeholders; and
4. Oversee efficient and effective administration of the College and its operations (including Human Resources, financial management and budget planning).

Job Candidate Specifications (in ranked order)

The preferred candidate will have:

1. Regulatory Experience/Knowledge/Background - recognized experience in health profession regulation; demonstrated leadership and skills respecting implementation and modification of operational procedures, policy and standards development, and a working knowledge of applicable legislation (*RHPA*) and associated regulations.
2. Strategic Knowledge – awareness of emerging best practices and modern regulatory trends; understanding of enterprise risk management principles; experience in strategic planning, recommendations and execution.
3. Managerial Experience - work in a leadership/management/policy role within a regulatory body. Experience in a health profession regulatory College would be an added asset.
4. Education - University degree preferred, with degree/experience in business administration, education, healthcare or law considered an asset.
5. Resource Management - experience developing financial plans and managing human resources. The ability to analyze and interpret financial data is an asset.

Leadership Attributes

- a. Communicates effectively, verbally and in writing, to a wide range of stakeholders
- b. Conveys confidence and professionalism
- c. Demonstrates governance expertise to develop an effective Council and functioning committees
- d. Builds and maintains relationships with Council, the staff team and other stakeholders
- e. Fosters employee engagement and empowerment

INTERESTED CANDIDATES ARE INVITED TO FORWARD A LETTER OF INTEREST AND CURRICULUM VITAE TO DEANNA WILLIAMS, CONSULTANT, AT HER CONFIDENTIAL EMAIL: dwilliams.dundeeconsulting@gmail.com.

ALL APPLICATIONS WILL BE ACKNOWLEDGED, AND APPLICANTS PROCEEDING TO THE NEXT STAGE OF THE PROCESS WILL BE PERSONALLY CONTACTED. APPLICATIONS SHOULD BE RECEIVED NO LATER THAN THE END OF DAY ON MARCH 29, 2019.