



Deputy Registrar, Full Time, Permanent

The College is excited to announce a senior leadership role at our office in Toronto. The role of Deputy Registrar represents an opportunity for a motivated professional to advance their career in a dynamic and creative organization.

Job profile and application details are noted below.

Overview

The College of Occupational Therapists of Ontario is the regulatory organization that oversees the practice of occupational therapists (OTs) in Ontario. The College is the regulatory body for more than 6,000 OTs who currently practice in Ontario. It protects the public's right to safe, competent, ethical health care.

The College protects the public by:

- Setting the requirements for entry into the occupational therapy profession
- Establishing standards of practice
- Monitoring occupational therapy practice and promoting continuing competency
- Investigating complaints about occupational therapists

Opportunity

The Deputy Registrar is responsible for leading Registration, Quality Assurance, Patient Relations and Practice in the public interest, ensuring programs and services delivered to registrants, patients and the public are in compliance with professional and practice obligations. The Deputy Registrar is also responsible to act in the absence of the Registrar in leading the operation of the College.

Key Responsibilities

- **Registration and Quality Program Leadership** – conceptualize, design, evaluate and monitor the Registration and Quality Assurance programs
- **Practice Resource and Education Program Leadership** – lead design, planning, delivery of resources; identify issues and implement policy accordingly
- **Committee and Subcommittee Support** – ensure support for the various (sub)committees; oversee policies, decisions and funding
- **People Leadership** – create a positive, engaged work environment; leads/supports recruitment, training, delegation, performance appraisals



- **Technology Systems** – understanding, evaluating and implementing an effective platform
- **Financial Management** – oversee budget for operations of Practice Resource, Registration and Quality Assurance programs; monitor costs, negotiate contracts, develop and present proposals
- **Data Analysis and Interpretation** – lead data collection processes; develop structures for performance reporting; identify risks and areas for improvement
- **Communications/Stakeholder Relations** – represent the College to stakeholders and registrants
- **Project Management** – oversee programs and College-wide projects
- **Education** – lead orientation, continuing education, and information on College programs
- **Teamwork and Collaboration** – responsible for achieving program/College goals and objectives by fostering a community of collaboration and consistent, open communication

Key Qualifications

- 5 - 10 years of progressive experience in a leadership role
- Understanding of/exposure to current legislation and practice issues influencing the industry (specifically *Regulated Health Professions Act, 1991*), as well as Council-run organizations
- Ability to develop, analyse, plan and implement in areas of practice policy, guideline development, education, and stakeholder engagement
- Demonstrated public speaking and presentation skills
- Demonstrated leadership skills
- Demonstrated project management abilities – organization, planning and goal setting
- Exemplary communication and networking skills
- Preferred - University preparation in Occupational Therapy
- Preferred - Registration with the College of Occupational Therapists of Ontario
- Preferred - 5+ years of practice experience in Ontario
- Preferred - Bilingual



Personal & Leadership Characteristics

The successful candidate will be an energetic, strong leader that enjoys working in a collaborative environment. They will effectively manage projects, delegate and communicate to a team. Being an independent, resourceful self-starter with a high sense of ownership is key.

- **Teamwork** – ability to create and influence a consultative environment that enables buy-in to collaborate
- **Accountability** – holds self & team responsible for College values, goals, objectives
- **Customer Service** – instills personal commitment to meeting customer needs
- **Commitment to Continuous Quality Improvement** – dedicated to constant program enhancement
- **Strong Strategic Planner** – envisions and works towards a long-term direction
- **Flexible** – anticipates and adapts to change while maintaining focus on targets
- **College Values** – exemplifies integrity in everyday work

If you are interested or would like to discuss further, please send your resume in confidence to Sarah Koopman at sarah.koopman@yacoubelite.ca, 416.861.0882 ext. 221. Applications will be considered until **August 7, 2018**.