



Royal College of  
Dental Surgeons of Ontario



# Assistant Registrar

Royal College of Dental Surgeons of Ontario

## Join us!

The **Royal College of Dental Surgeons of Ontario** (RCDSO) is an innovator, a world leader in health care regulation and the governing body for more than 10,000 dentists in Ontario. Our mission is to act in the public interest by putting patients first. We do that by:

- setting the education and other qualifications necessary to become a licensed professional
- implementing professional and ethical standards and guidelines
- holding registered health professionals accountable for their conduct and practice through our complaints and investigation processes.

We are committed to transparency, accessibility, openness and fairness in all our work.

**We work best when we reward teamwork and collaboration. That is why we invest significant time and energy into creating a positive and safe environment where everyone can share ideas, solve problems and thrive and grow as individuals and teams.**

Ontario's regulator for dentistry seeks to fill a new post. The Assistant Registrar will be responsible for the practice, regulatory and enforcement functions of RCDSO. The post holder will be a proven innovator and a visionary, helping the RCDSO to move to the next level.

Reporting directly to the Registrar, the Assistant Registrar will look for trends and opportunities to make the College more effective in fulfilling its mandate and is ready to suggest and implement new ways of doing business.

## What can I expect to do in this role?

You will:

- Provide strategic advice to the Registrar
- Lead the Professional Conduct, Quality Assurance, Registration and Facility Inspection teams.
- Work with senior colleagues to implement the College's Strategic Plan and create operating plans within the division.
- Identify policy development opportunities for the College.
- Ensure that appropriate resources are made available to Council, Committees of Council and working groups.
- Maintain transparent, fair and enforceable regulations and bylaws governing operations of the College subject to Council's regulation-making authority under the *Dentistry Act, 1991* and the *Regulated Health Professionals Act, 1991*.
- Develop, monitor and implement an evidence-based model for risk-based regulation of the profession, ensuring appropriate, proportionate and consistent regulatory responses. Monitor key risks and direct intervention as appropriate, in the public interest.

## What skills and background do I need to apply?

The **Assistant Registrar** requires:

- University degree or equivalent
- 10+ years of experience in a similar area
- 3-5 years of senior management experience in a similar capacity
- Superior knowledge of the regulatory environment, especially in health care
- Superior analytical skills especially in policy development and law
- Superior knowledge of stakeholder engagement techniques
- Experience in governmental/intergovernmental relations

## To succeed in this post you will need to be:

- Creative and courageous – willing to shake-up the status quo
- Inspirational, motivating staff across the organization to succeed
- An effective team leader with demonstrated ability to manage staff, build effective teams and collaborate with both peers, and senior management
- A superb verbal and written communicator
- A strong problem solver and decision maker
- Able to coordinate and prioritize multiple projects
- Ready to use your first-rate coaching skills and ability to mentor others to achieve a high performance culture

## How do I apply?

Submit a cover letter telling us why you are interested in this position and how your skills meet our needs. Email your letter and resume to [careers@rcdso.org](mailto:careers@rcdso.org), attention Irwin Fefergrad, Registrar, by 5 pm April 30, 2018.

**Only applicants selected for an interview will be contacted.**