



Job Title: Compliance Specialist
Job Status: Temporary (Until October 2025)
Eligibility: Open to any qualified candidates

JOB PURPOSE

Maintains CNO's public register information related to external legal proceedings and ensures timely publication consistent with legislative and CNO by-law requirements; critically assesses and resolves complex Monitoring case files; and participates in CNO projects and team-based activities and initiatives.

KEY RESPONSIBILITIES

- Drafts and maintains public register information regarding external legal proceedings, including, for example, charges/findings of guilt from external court proceedings and findings/restrictions from other regulatory bodies, consistent with legislative and CNO By-Law requirements and within established timelines; responds to inquiries from registrants and system partners regarding information on the public register.
- Develops and maintains processes in collaboration with other teams to ensure timely publication and accuracy of public register information regarding external legal proceedings.
- Assesses applications for removal of public register information, responds to inquiries from registrants, and prepares detailed analyses and recommendations for the Registrar/Executive Director within established timelines.
- Assesses complex variance requests and/or concerns of non-compliance related to undertakings and statutory committee outcomes.
- Negotiates resolutions with registrants and/or their legal counsel, including explanation of processes; drafts, prepares and reviews undertakings and related legal documents, and consults with and/or provides instructions to CNO's external legal counsel to resolve complex matters, as required.
- Participates in organizational projects and team-based initiatives, and in other team-wide tasks and activities, such as process improvement and system testing/auditing, as required.

REQUIRED QUALIFICATIONS

Education and Experience

- LL.B. or JD
- Practicing Lawyer registered with the Law Society of Ontario in good standing, with 3 or more years of relevant experience

Organizational Competencies

Consistently demonstrate CNO's Staff Core Competencies:

- **Innovation** – Curiously cultivate new ideas with a desire to learn and a collective focus on the best outcome.
- **Integrity** – Conduct every interaction with fairness, honesty, and mutual respect.
- **Collaboration** – Work with the right people at the right time to make the best-informed decision.
- **Well-being** – Care for the physical, mental, spiritual, and emotional needs of ourselves and others.

Job Competencies, Knowledge, Skills

- **Analytical and Critical Thinking** – applies knowledge and understanding of relevant legislation, such as the *Regulated Health Professions Act, 1991* and the *Nursing Act, 1991*, administrative law and other legal principles (e.g. procedural fairness) and CNO’s By-Laws to accurately update and maintain public register information, assess public register removal requests and assess/resolve complex Monitoring cases.
- **Communication** – uses excellent communication skills when discussing matters with registrants, legal counsel and other system partners by conveying complex messages in plain language, communicating messages with the appropriate sensitivity and in a timely manner, and adjusting approach when difficulty in understanding arises.
- **Planning and Organizing** - identifies competing priorities and applies excellent case management skills to assess, prioritize, and balance conflicting demands. Develops plans and implements processes to facilitate time management.
- **Problem Solving** – considering compassionate and right touch regulation principles, identifies and seeks out the necessary information (e.g. from system partners) and determines the appropriate regulatory response to resolve complex monitoring files in the public interest.
- **Consulting and Advising** – seeks feedback from registrants and appropriate system partners to understand an issue; explains processes and options; and identifies process improvements.

Hiring Range: \$104,285 - \$110,819

Full Salary Range: \$104,285 – \$125,142

To Apply

Please email cover letter and resume by **July 23, 2024, at 4:00 pm via UKG PRO**

Our DEI Commitment

The College of Nurses of Ontario protects the public by promoting safe nursing practice. We strive to be diverse, inclusive, fair, equitable and accessible by addressing barriers and promoting dignity and respect for all. If you require Code-protected accommodation at any time during the recruitment process, please contact careers@cnomail.org citing “Request for Accommodation” in the subject line.

Land Acknowledgement

The College of Nurses of Ontario (CNO) operates on the traditional, ancestral and unceded territories of many Indigenous communities across Ontario which continue to be home to Indigenous peoples.

CNO’s office is in Toronto, on land that is the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples.