

Career Opportunity Director, Registration

ABOUT THE COLLEGE OF KINESIOLOGISTS OF ONTARIO

The College of Kinesiologists of Ontario (CKO) is a regulatory body established under the Regulated Health Professions Act, 1991 (RHPA) and a profession-specific act, the Kinesiology Act, 2007 to regulate kinesiologists in the public interest. The College protects the public by:

- Setting requirements to enter the profession so that only qualified individuals can practice kinesiology
- Maintaining on its website a list of individuals qualified to practice kinesiology, known as the public register
- Developing rules and guidelines for kinesiologists practice and conduct, including a code of ethics
- Investigating complaints about kinesiologists and disciplining when necessary
- Requiring kinesiologists to participate in a program that helps ensure that their knowledge and skills are current, and monitoring that participation.

THE ROLE

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

As the Director, Registration you will:

- 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 and 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 fee payments and invoicing

- Maintain a current and comprehensive knowledge of the RHPA, the *Kinesiology Act*, other relevant legislation, and all College policies, standards, guidelines and regulations
- Contribute to the Council's strategic planning, risk management planning and financial reporting processes.

HOW YOU QUALIFY

The successful applicant will have:

- excellent communication, interpersonal, writing, editing and organizational skills
- A reputation for tact, diplomacy and discretion
- Experience in interpreting legislation, and working with boards and volunteers in a management capacity
- Highly developed analytical and judgement skills that were most likely developed through a university education, with 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 and other presentation applications. Experience with membership management software would be an asset.

The applicant must be flexible to work in a small, high performing team environment where the work is exciting and rewarding, and there is opportunity to develop new skills and knowledge. Leadership skills will have been acquired through project work, team-building experience and contributions to organizational development.

Additional requirements:

- 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. A valid driver's license would be an asset.

WORKING AT THE COLLEGE

You will be part of a small, dedicated team that is committed to protecting patients/clients of registered kinesiologists and supporting advancement of professionalism of kinesiologists as regulate health professionals in Ontario.

Salary and benefits

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

TO APPLY

Please submit your resume and cover letter to Nancy Leris, Registrar and CEO at nancy.leris@coko.ca by 5 p.m. on June 10, 2022.

The College strives to create a diverse, inclusive workplace that reflects the communities we serve and to ensure our services and communications are accessible to all individuals. Accommodation is available under the Ontario Human Rights Code. Please let us know if you require any accommodation to participate in this process.

We thank everyone who demonstrates interest and takes the 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.