

College of Physiotherapists of New Brunswick Invites Applications for the Position of Registrar

The College of Physiotherapists of New Brunswick (CPTNB) regulates the practice of physiotherapy and physiotherapists in New Brunswick, in the public interest. Our authority is derived from the Physiotherapy Act which defines our statutory responsibilities to establish and enforce a code of ethics, standards of practice and qualifications for physiotherapists' education, registration, and continuing competence - as well as handling matters in relation to complaints and discipline.

Responsible to the CPTNB Council and in partnership with provincial and national regulatory networks, the Registrar provides vision and leadership to help steward CPTNB. The successful candidate will be able to demonstrate ability to meet our statutory responsibilities and provide oversight of College operations and resources.

Qualifications

Demonstrated leadership, organizational and self-management skills
University degree and at least 5 years of senior management experience
Excellent written, oral and public communication skills; bilingualism (English/French), an asset
Advanced analytical and conceptual skills
Innovative abilities in planning, project/task facilitation and resource management
Familiarity with physiotherapy/professional regulation or health-related associations, an asset
Experience working with councils, committees and various external groups including governments

The Registrar position is one of two full-time staff in our office in Saint John, N.B. For position description and more information about CPTNB visit: www.cptnb.ca

Submit an application with a current résumé – **by email only** – to physionb@nb.aibn.com
By: January 15, 2019

CPTNB JOB DESCRIPTION

Job title	Registrar
Reports to	Council

Job Purpose

The Registrar acts as a collaborative leader in the development and implementation of the College's plans, goals and programs. The Registrar fulfils the statutory mandate of the role and assists the Council in meeting its governance and legislative obligations. The Registrar provides timely and relevant policy and program information and recommendations to Council and its Committees. The Registrar is responsible for directing and managing the day to day operations of the College within set financial frameworks and hires and maintains effective employees and contracted resources.

Duties and ResponsibilitiesExecutive Leadership/Organizational Management

- Plans and directs the organization's activities to achieve targets and standards for legislative adherence, financial performance and professional culture.
- Develops and implements strategies for operational management of the organization.
- Meets statutory obligations as defined by the Physiotherapy Act.

Financial, Risk and Facilities Management

- Recommends yearly budget for Council approval and prudently manages the College's resources within those budget guidelines.
- Provides relevant and timely financial information to facilitate informed decision-making by Council.
- Creates a safe and efficient work environment for the effective use of all resources.

Governance and Practice

- With the President, enables the Council to fulfil its governance function.
- Supports operations and administration of the Council and its Committees.
- Assists in the preparation of Council and Committee agendas, background information and materials.
- Collaborates with Council to identify issues and trends relevant for Council consideration and potential action, including policy recommendations.
- Assists registrants to understand applicable legislation by developing practice guidelines, offering practice advice and providing other practice support resources.

Job Description: Registrar

Resource Management

- Effectively manages the human and financial resources of the College.
- Develops and maintains effective staff resources to deliver services, programs and information consistent with the legislative framework and regulations that govern the College's functions.

Public Relations

- Maintains and develops organizational culture, values and reputation with the public, government, staff, registrants, stakeholders, partners and regulatory peers.
- Acts as spokesperson for the College per Council's authority.

Qualifications

Education

- University degree - preferably in Health Policy, Public Administration, Administrative Law or related information/policy field; or equivalent.

Experience

- Minimum of 5 years management experience including supervision of staff, budgeting and policy development.
- Demonstrated project management experience.

Specialized Knowledge

- Knowledge of regulation and health legislation, self-regulatory models and policy development.
- Computer skills including Microsoft Office Suite, presentation software such as PowerPoint.

Skills & Abilities

- Excellent oral, written and interpersonal skills.
- Ability to represent the College appropriately to all stakeholders.
- Comfort with public speaking and presentations.
- Self-management skills appropriate for high performance.
- Advanced analytical and conceptual skills.
- Ability to build and sustain appropriate internal and external relationships.
- Sound judgement and exceptional decision making skills.