

Job Opportunity Registration and Communication Manager Full time/ Permanent

Application deadline: March 15th, 2019

Target start date: March 30th, 2019

Summary of the position

Works collaboratively with College staff to meet regulatory functions of registration and implement the Board's Strategic Plan. Leads and supports the work of the Registration Committee. Reviews all applications and independently facilitates processes for internationally-educated applicants. Coordinates the Canadian Dietetic Registration Examination. Drafts, reviews and updates policies related to the position. Writes communication and interacts with the public to support the College mandate. Reports to the Registrar. Salary to be determined in accordance with CDBC policies, commensurate with qualifications and similar positions in health care regulation.

Qualifications, Skills & Attributes

- Degree in dietetics, education or any other relevant health discipline (Bachelor degree at a minimum, Master preferred). Eligibility for registration with the CDBC an asset
- Knowledge of the health regulatory framework in BC, including the *Health Professions Act* and the College Bylaws. Experience in a professional regulation organization is an asset
- Experience coordinating and facilitating meetings
- At ease with informational technologies and working knowledge of Microsoft Office® and Customer Relationship Management (CRM) software
- Strong research and analytical skills, knowledge of evidence-based practice and right-touch regulation
- Experience with not-for-profit Boards, policy governance and strategic planning
- Strong facilitation and leadership skills
- Excellent verbal and written communication skills
- Thoroughness and attention to details
- Strong problem-solving, critical thinking and risk assessment/mitigation skills
- Able to exercise good judgment and protect confidential information
- Demonstrated ability to work independently and as a team member
- Adaptable and able to change priorities as needed
- Proven ability to work efficiently, under pressure and meet deadlines

Essential Duties included in the Position

1. Registration:

- Facilitate Registration Committee meetings to assist decision making and implement actions
- Develop/monitor/revise committee policies and other committee related documents, forms and processes for registration

- Communicate with internationally educated applicants and coordinate application processes
- Refer applicants to other resources as needed
- Review and approve temporary registration and reinstatement in accordance with the College Bylaws and policies and liaise with the Deputy Registrar for Jurisprudence Examination for Dietitians (JED) and Continuing Competence Program (CCP) requirements
- Track and monitor applicant progress towards registration, maintaining application and registration statistics and reports; Present reports to the Committee, Board and in the Annual Report
- Act as communications liaison with the Board for registration initiatives
- Communicate with College stakeholders on registration matters
- Monitor trends and best practices in competence and knowledge assessment and recommend changes to the College
- In collaboration with the Executive Assistant and Registration Coordinator, ensure proper entries in the database during registration. Perform different testing of the online platform to support efficient processes and prevent errors

2. Communications:

- In collaboration with the Executive Assistant and Registration Coordinator, prepare communications for the College including Monthly Updates, registrant emails and the Annual Report
- Support presentation development and assist with in-person communications as requested by the Registrar
- Plan and support the logistics for the Annual General Meeting and Education/Information Sessions
- Develop, maintain and update website content to support strategic goals and the College mandate
- Monitor and develop/revise other College policies when needed, including Administrative Policies, Governance and Committee Manuals (Orientation)
- Provide practice advisory support to registrants on different topics

3. Registrar and Board of Directors:

- Strategically support the work of the Registrar and Deputy Registrar, Board, committees, staff and consultants to meet the Board's Strategic Plan and College's mandate
- Prepare briefing notes, statistics and other relevant documents to support efficient Board meetings

About the College

The College of Dietitians of British Columbia was established on November 2, 2002 under the Health Professions Act through enactment of the Dietitians Regulation. Under the Act, the mandate of the College is to protect the BC public by regulating Dietitians to practice safely, ethically and competently. The College is based in Vancouver, has an excellent and challenging work environment and strives for innovation, teamwork and creativity.

***If you are interested in joining our team,
please email a cover letter and a resume to info@collegeofdietitiansbc.org.***

****Please note that resumes will not be kept on file and only successful candidates will be contacted.***