



ASTTBC Searches for a New Registrar

April 2011

ASTTBC, initially formed in 1958, is a self-governing professional association incorporated in 1985 under the ASTT Act. ASTTBC certifies and registers technologists and technicians in a total of 16 disciplines in engineering technology and applied science technologies such as architectural, bioscience, geomatics, and information. ASTTBC also certifies and registers technical specialists in a number of fields including fire protection inspection and testing, house and property inspection and onsite wastewater. ASTTBC has approximately 10,000 registrants and operates with an annual budget of \$2.5 million.

***The ASTTBC Registrar** is an ‘officer’ of the association with responsibilities associated with professional certification, registration and accountability. The Registrar is appointed by the ASTTBC Council and works closely with the Executive Director in carrying out ASTTBC’s mandate.*

A Rewarding, Stimulating, and Truly Unique Position in a Great Enterprise - ASTTBC

The Registrar’s position is stimulating and exciting and is clearly a one-of-a-kind position in BC. As the Registrar you will play a key role in achieving ASTTBC’s Mission, *to serve the public by regulating and supporting Technology Professionals’ commitment to a safe, healthy, and sustainable society and environment.*”

We do not hesitate to say that this position is full of challenges and rewards, and comes with a great TEAM of ASTTBC employees, contractors and volunteers.

And to top it off we will provide a compensation package which will attract and retain our new Registrar for at least 10 years!

The Registrar’s Responsibilities :

The Registrar’s role is legislatively defined by the *ASTT Act & Regulations*. Under the *ASTT Act* the Registrar is legally responsible for:

- Maintaining a register of members;
- Ensuring the accuracy of the information in the register, including category of memberships;
- Issuing & annually maintaining the certificate of registration; and
- Ensuring suspended or cancelled members are removed from the Register.

Under the *ASTT Regulations* the Registrar's responsibilities include:

- Carrying out all duties imposed by the Act;
- Secretary to the Board of Examiners, all Technical Specialist Certification Boards and the Accreditation Board;
- All applications for registration;
- Secretary to the Practice Review Board (PRB);
- Receiving all complaints against registrants and all administration related to the complaint process, including assigning investigators and reporting to the PRB;
- Prosecutor at Disciplinary Hearings;
- Administration of the appeal process, as a result of censure through a Discipline Hearing, in the Notice of Appeal to Council;
- The role of Returning Officer in Council Elections; and,
- Related activities as directed by Council.

This list of responsibilities sets the foundation for one of the most stimulating and rewarding careers in British Columbia. If this appeals to you we encourage you to read on.

The Registrar's Home Away From Home

ASTTBC's office, and the new Registrar's home away from home is located at 10767 6 148 Street near Guildford in North Surrey. We have easy access to Highway #1 off the North end of the Port Mann Bridge. While some work may be possible from a home office, the majority of time will be spent in the ASTTBC Office due to the large degree of interaction required with staff and the necessity for direct access to member or complaint files. ASTTBC owns the office building in which you will work.

Technology is currently being applied in an innovative manner as ASTTBC is taking the lead nationally in creating a web-based self-assessment and application management software system. E-business is being embraced and will lead to a totally paperless registration process in the near term.

A Dream Team With Whom to Work

The Registrar has the assistance and support of five in-house administrative staff. Additionally, each of the licensed technical specialists programs (3) has a Manager who reports to the Registrar on matters of Certification, Registration and Practice.

The Registrar works closely with other ASTTBC departments and operations outside of Registrations, which includes the ASTTBC Executive Director, Council, Finance, IT, Member Recruitment & Retention, Marketing, Communications and Events.

The Registrar works closely with over 100 volunteers, who serve on the various Committees, Boards or Task Groups.

The Registrar takes an active role in the nation-wide Council of Registrars, where national standards of certification, registration and accreditation policies are formulated for recommendations to the provinces, to ensure labour mobility for members across the country.

Qualifications That will Nail the Position

The ASTTBC Registrar will be an applied science or engineering professional, eligible for registration as an Applied Science Technologist (AScT) or Professional Technologist (PTech) once this category has been implemented.

The successful candidate is dedicated and passionate about serving the public interest through high standards of professional certification, registration and accountability.

The ASTTBC Registrar believes that ASTTBC-registered professionals are worthy of the fullest possible professional recognition in keeping with their competencies.

As the new Registrar you live and breathe a team-work environment and culture. You are considerate of others and fair and equitable in all thought processes and decisions. Customer service comes naturally. And you seek to excel at what you do.

The successful candidate will demonstrate exceptional written, listening and speaking communication skills. The new Registrar will enjoy working within public, industry and government arenas and be able to think on his / her feet. Some appreciation of tribunal processes and the requirements of natural justice and administrative law will be an asset.

The Information and Application Process

ASTTBC is currently providing information on the Registrar's position. In June ASTTBC will open the airways through a webinar with the Executive Director, John Leech, AScT, CAE, who is leading the search for a new Registrar, and the current Registrar, John Shortreid, AScT, CLS. During the webinar the two senior staff officers will provide information and answer questions.

In July ASTTBC will issue a formal call for applications, which will close in September. Interviews will be conducted in September and October and a final decision is anticipated by the end of the year.

The new Registrar will assume the position in the spring of 2012.