The Applied Science Technologists and Technicians of BC (ASTTBC) is searching for the next Registrar extraordinaire to fill an integral role in the organization. A proven leader with the ability to deliver effective policy, operational, and administrative services that align with and allow the organization to meet its regulatory, strategic, and operational goals.

The Registrar is a member of the senior leadership team accountable to the ASTTBC Council and reports to the Chief Executive Officer for contractual and day-to-day operations. As one of two officers appointed by the ASTTBC Council, the Registrar works closely with the Chief Executive Officer in carrying out ASTTBC’s mandate as a regulator in British Columbia under the Professional Governance Act (2018) and the Applied Science Technicians and Technologists Act (1985).

THE JOB:

The Registrar is responsible for establishing registration standards, certification of applicants, maintaining a register and administering processes to ensure compliance to standards of practice and to the ASTTBC Code of Ethics. The Registrar assists in developing and implementing organizational strategies, policies and procedures for optimal productivity and efficiency.

To support these functions, the Registrar supervises 5 full-time staff and 3 part-time contract Program Managers. The Registrar serves as secretary to the Board of Examiners, the Practice Review Board (PRB), the Accreditation Board and 8 Technical Specialist Certification Boards. Under the Professional Governance Act the Registrar will serve as secretary to those committees deemed statutory.

Key Areas of Accountability:

- Conduct all duties of the Registrar as specified in the ASTT Act and Regulations.
- Supervise and lead staff responsible for receiving and processing applications for registration, complaints, correspondence with complainants, respondents and when necessary legal counsel.
- Participate in the development of practice standards for technologists, technicians and technical specialist occupations.
- Analyze and enhance registrant practice audit procedures and assessment instruments for conducting practice assessment reviews (PAR).
- Implement and manage processes and procedures to ensure fair and consistent application of PAR policies including post-PAR communication with Quality Assurance Specialists (QAS) and with registrants that have undergone a PAR.
- Sit as 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.
- Act in the role of Returning Officer in Council Elections.
- Liaise with other regulators and government officials who work in relation to the Professional Governance Act.
- Prepare for and attend Council meetings, the Annual General Meeting, and special events.
- Assist with and contribute to the development and delivery of professional development workshops, webinars, and seminars as required.
- Assist with the development/improvement and maintenance of the membership database.
- Perform other duties as required.
WHO YOU ARE:

The ideal candidate will have the following qualifications:

- Post-secondary education in a discipline related to the assigned duties, or equivalent work experience.
- A minimum five years’ experience leading voluntary member committees and supervising staff.
- Demonstrated experience in a regulated industry.
- Experience working with multiple stakeholders.
- Demonstrated success in policy development supported by superior writing skills, attention to detail, and critical thinking.
- Excellent interpersonal and communication skills.
- Proficiency using Microsoft software applications, computer and communication technology.
- An understanding of the engineering and applied science technology profession is an asset.
- Legal experience is an asset.

WHO WE ARE:

ASTTBC was established in 1958 and is a regulatory organization that serves to maintain, improve and increase the knowledge, ability and competence of technologists, technicians and technical specialists; regulating the standards of practice, required competencies in order to protect the public interest.

In BC, technologists, technicians and technical specialists contribute $6 billion to the economy. These professionals include engineering technologists and technicians in eighteen disciplines and ten technical specialties in the broad field of applied science. With over 10,000 members, ASTTBC is the 9th largest professional regulatory organization in BC.

By holding ourselves to higher standards of competencies, innovation, collaboration, and accountability, we’re helping to build a vibrant healthy future for British Columbians.

WE OFFER:

- Competitive remuneration
- Comprehensive benefit package
- Flexible and balanced working environment
- Working with a great group of people who are invested in the organization
- An inclusive and respectful workplace where people are appreciated.

TO APPLY:

Please send your cover letter and resume, quoting Registrar in the subject line, to Human Resources at hr@asttbc.org. Closing date is March 31, 2020 or until filled.

ASTTBC thanks all applicants for their interest, however, only those selected for an interview will be notified.