

SENIOR PRACTICE COORDINATOR

THE JOB:

The Senior Practice Coordinator is responsible for supporting the Professional Practice Department in the development of professional practice resources, providing practice and ethics guidance to a wide range of stakeholders in ASTTBC's applied science and engineering technology practice areas. Reporting to the Director, Professional Practice & Development, this is a full-time position working from Monday to Friday with the occasional change in work schedule to meet operational needs.

Key Areas of Responsibility:

The Senior Practice Coordinator's responsibilities include, but are not limited to, the following:

- Providing assistance and guidance on professional and ethical practice advice to registrants, members of the public, government and other stakeholders.
- Supporting the development of resources such as professional practice standards, practice guides, policies and bulletins.
- Participates in the research and monitoring of legislation and industry trends, maintains awareness of industry practice and concerns.
- Updates and maintains internal database of professional practice advice tracking and prepares data reports.
- Collaborates in the development of Continuing Professional Development (CPD) program and related materials or initiatives for registrants.
- Enhances awareness of ASTTBC through presentations to stakeholders on technology practices and regulatory issues.
- Coordinates participation with subject matter experts (SME) and stakeholders in the development of practice materials.
- Updates professional practice information on ASTTBC website.
- Perform other duties and responsibilities as assigned.

WHO YOU ARE:

- Diploma or Certificate of Technology, or combination of education and training.
- Registered or eligible for registration as an Applied Science Technologist (AScT) or Certified Technician (CTech) preferred.
- 2-3 years of related experience. (Experience in a regulated environment is preferred).
- Ability to develop and maintain strong working relationships with internal and external stakeholders.
- Strong analytical skills and ability to prepare technical reports.
- Exceptional interpersonal, verbal and written communication skills.
- Effective time management and organizational skills with ability to multi-task.

WHO WE ARE:

ASTTBC was established in 1958 and is the provincial regulatory body responsible for regulating applied science and engineering technology professionals in BC under the new *Professional Governance Act*.

ASTTBC supports registrants' adherence to its bylaws and standards of practice designed to safeguard British Columbians and the environment. By holding ourselves to higher standards of competencies, innovation, collaboration, and accountability, we are helping to build a vibrant healthy future for British Columbians.

We are committed to our core values of professionalism, accountability, integrity and inclusion and adhere to the principles of inclusion, diversity, justice, and equity.

WE OFFER:

We offer a compensation package that includes:

- Competitive salary.
- Comprehensive benefits plan including a group retirement program.
- Flexible, balanced and hybrid work environment.
- Work with a diverse group of individuals who are invested in the organization.
- An inclusive and respectful workplace where people are appreciated.

TO APPLY:

Please send your cover letter and resume along with salary expectations to Human Resources at hr@asttbc.org. Closing date is February 28, 2023 or until filled.

Please note the selected candidate will be required to submit to a criminal record check.

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