

## **DEPUTY REGISTRAR (Maternity Leave)**

The Deputy Registrar is a proven leader who works with the Registrar and Chief Executive Officer to deliver effective policy, operational, and administrative services that align with and allow the organization to meet its regulatory, strategic, and operational goals.

The Deputy Registrar is a member of the senior leadership team accountable to the ASTTBC Board of Directors (“Board”) and reports to the Registrar. As one of three officers appointed by the ASTTBC Board, the Deputy Registrar works closely with the Registrar and Chief Executive Officer in carrying out ASTTBC’s mandate as a regulator in British Columbia under the *Professional Governance Act* (2018).

This is an 18-month maternity leave coverage position with a possibility of extension and/or becoming permanent. Attendance of approximately 2 committee meetings per month, typically scheduled from 5:00 pm to 8:00 pm, is required. The start date will be in April/May 2024 with the exact start date to be confirmed. Applicants will be available full time from April/May 2024 to September 30, 2025.

### **THE ROLE:**

The Deputy Registrar is responsible for working closely with the Registrar to support the statutory committees in developing and establishing registration requirements, registration of applicants, maintaining the register and administering processes to ensure registrants’ compliance to the *Professional Governance Act (PGA)*, Bylaws, Standards of Competence and Code of Ethics. The Deputy Registrar assists the Registrar, CEO, and other staff to develop and implement organizational strategies, policies, and procedures to ensure ASTTBC meets its mandate under the *PGA*.

To support these functions, the Deputy Registrar develops policies and procedures. Working closely with staff in support of the work of ASTTBC’s statutory committees when needed: the Credentials, Investigation, Audit and Practice Review, and Discipline committees. The Deputy Registrar collaborates closely with the Practice Department to ensure that ASTTBC’s approach to communications and enforcement around practice guidance and standards of practice is unified and consistent. The Deputy Registrar manages a staff of five individuals.

### **Key Areas of Responsibility:**

- Conducts duties of the Deputy Registrar as specified in the *Professional Governance Act*, Regulations and Bylaws. May stand in for the Registrar for ASTTBC regulatory matters when they are unavailable or when the Registrar has delegated them functions.
- Works with practice staff to develop and implement requirements, policies, and procedures for annual Continuing Professional Development and activities. Participates in the Audit and Practice Review Committee (“APRC”) in relation to its audit and practice review functions and works closely with practice staff to support the other functions of the APRC.
- Collaborates with the practice team as it develops practice standards and works with practice staff to ensure that concerns from routine quality assurance activities are escalated when necessary and identifies trends emerging from investigative matters are addressed from a practice guidance and standards perspective.
- Assists with ensuring the public register on the ASTTBC website is maintained.

- Works with investigations and registrations staff to implement policies and procedures for receipt and processing of applications for registration. Supervises investigations and registrations staff.
- Works with the CEO, Director of Operations, IT staff, external consultants, and provider of ASTTBC's regulatory information system to ensure that ASTTBC's regulatory information system meets ongoing evolving regulatory needs.
- Maintains a positive, safe, and functional work environment, including staff performance management and opportunities for development.
- Liaises with other regulators and government officials who work in relation to the *Professional Governance Act*.
- Contributes to the development and delivery of presentations to key stakeholders.
- Responds to routine and non-routine enquiries from applicants, registrants, other organizations, government agencies and others.
- Makes decisions pursuant to the ASTTBC Bylaws, Professional Governance Act and administrative law principles.
- Perform other duties as required.

## WHO YOU ARE:

- Post-secondary education in Law, policy, or relevant professional background.
- Minimum three years experience in administrative law and/or supporting statutory decision-maker committees.
- Minimum three years of previous regulatory experience in management of a professional regulatory body or experience in professional regulation.
- Experience managing and leading a team.
- Experience communicating with and demonstrated responsiveness to government and government policy guidelines.
- Excellent understanding of regulatory functions and ability to interpret regulatory statutes, bylaws, and other relevant legislation.
- Understanding of administrative law principles and ability to demonstrate fairness, impartiality, and good judgment.
- Demonstrated success in policy development supported by superior writing skills, attention to detail, and critical thinking.
- Strong interpersonal and verbal communication skills.
- Demonstrated ability in negotiation, conflict management and mediation or dispute resolution.
- Ability to make unbiased and timely decisions.
- Demonstrated ability to promote teamwork, collaboration, and partnership.
- Ability to synthesize various elements of an issue or problem, readily discern key issues, and prioritize accordingly. Can resolve problems quickly and effectively, determining appropriate courses of action.
- A solution seeker who can deal effectively with ambiguity and uncertainty.
- Proficient 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.

Don't meet every single requirement? Our recent research study has shown that women and people of colour are less likely to apply for jobs unless they meet every qualification. ASTTBC is dedicated to building a diverse, inclusive, and authentic workplace. If you're passionate about this role, but your experience doesn't align with every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate for this or other roles!

## 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:

- Salary range of \$90,00 to \$120,000 per annum (dependent on qualifications and ability to meet the key requirements of the position, and consideration of internal equity comparisons)
- 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 to Human Resources at [hr@asttbc.org](mailto:hr@asttbc.org). Closing date is **April 5, 2024** 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.**