

Position Description

Director, Policy and Practice

Reporting to the Registrar.

Primary Functions

Continuing Competence Program: Through membership in CLEAR and the Continuing Competence Interest Group of the Alberta Federation of Regulated Health Professions and other similar organizations, stays abreast of current trends and research in the continuous learning field. Monitors the ACOT continuing competence program and makes recommendations to the Registrar/Council regarding improvements. Ensures registrations and renewals are supported by appropriate continuing competence activities.

Practice Advisor: is a resource to registrants by providing information and support on matters related to professional practice.

Council Support: Provide research on best practices in governance and regulation as well as providing support and guidance to Council and Council Committees as assigned by the Registrar.

Project Management: Acts as Project Manager on Registrar initiated projects as well Council initiated projects.

Key Accountabilities

- Primary responsibility of ensuring regulatory compliance in the assessment and processing of registration and renewal applications.
- Responsible for management of ACOT's registrant database, including the public register and ensuring the registration system is operating efficiently.
- Interacts with registrants to answer questions about professional practice and keeps informed about emerging practice trends.
- Website development and updates.
- Ensures the consistency of the image of ACOT through the design and layout of all communication strategies.
- Liaise with and provides presentations to committees and external work groups, applicable legislative, educational, professional and other organizations related to continuing competence program.
- Maintain current knowledge of trends in legislation and possible changes affecting regulation in general.
- Completes projects as outlined in the strategic plan or under the direction of the Registrar.
- Assists with the planning of key activities to operationalize the strategic plan.
- Organizes and coordinates special events.
- Prepares reports, briefings and responses for Council.
- Liaises with and provides support to regulatory and ad hoc committees, as required.
- Coordinates internal and external College and Council communications.
- Oversee the retention of all College documentation in accordance with retention policies.

- Manage the handling of all personal information of the organization's registrants and employees in compliance with the *Personal Information Protection Act* and act as the Privacy Officer.
- Co-produce and maintain regulatory and companion documents related to the Standards of Practice, Code of Ethics and jurisprudence.
- Recognizes and escalates issues appropriately to the Registrar.

Key Competencies

- Demonstrated ability to exercise judgment in decision-making
- Strong interpersonal and communication skills, both orally and in writing, to effectively build positive relationships with applicants, regulated members, Council and the public.
- Demonstrated initiative and ability to identify opportunities for improvement.
- Ability to lead database developer team to enhance processes, proven critical-thinking skills
- Strong research and analytical skills.
- Proven ability to work collaboratively within a team balanced with self direction to work independently
- Appreciation of the importance of accuracy and attention to detail
- Ability to adjust and adapt to ever-changing needs, and handle multi tasks efficiently with a high degree of personal initiative.

Knowledge and Experience

- Advanced knowledge of regulatory procedures and processes normally associated with a minimum of five years of working experience in a similar capacity
- Well versed in a variety of computer software applications particularly multi media.
- Above average oral and communication skills required.
- Post-secondary education in occupational therapy required.