

## Opportunity Profile Full Time Director, Regulation & Policy

### The Opportunity

The Alberta College of Occupational Therapists (ACOT) is responsible for the regulation of over 2,400 occupational therapists in Alberta. We are seeking a candidate with expertise in interpreting legislation and regulations, and writing standards of practice, codes of ethics, policy and practice guidelines for a full-time permanent position.

Reporting to the CEO and Registrar, the Director, Regulation & Policy is responsible for:

### Key Roles & Responsibilities

- Co-produce and maintain both registrant and public facing resources related to the Standards of Practice, Code of Ethics, *Health Professions Act*, *Occupational Therapists Profession Regulation*, *Health Professions Restricted Activity Regulation* and other legislative requirements relevant to the safe, ethical and competent practice of occupational therapy in Alberta.
- Use data (e.g., from practice queries, complaints, Continuing Competence Program review and evaluation, other sources) to guide which regulatory and guidance documents or other resources (i.e., interactive learning modules) need to be developed or amended to support awareness of and adherence to regulatory requirements.
- Establish and maintain relationships with key partners (e.g., other local and national regulators; employers/contractors of occupational therapists in Alberta; post-secondary institutions; Ministry of Health; Indigenous occupational therapists; other occupational therapists from equity-deserving groups; the public; etc.)
- Maintain current knowledge of local, national and international trends in regulation.
- Amend Council documents (i.e., Bylaws, Council Policy and Procedure documents) as directed by the CEO & Registrar/Governance Committee.
- Undertake projects as assigned by the CEO & Registrar and/or Council in alignment with the Strategic Plan. This may include assisting with the planning of key activities to operationalize the strategic plan.
- Liaise with and provide support to committees of Council or other ad hoc committees, as required.
- Prepare reports, briefings and updates for Council.
- Assist with the update or development of other College policy documents related to legislated and regulatory requirements (i.e., registration, complaints,

- continuing competence).
- Support internal and external College and Council communications.
  - Recognize and escalate issues appropriately to the CEO & Registrar.
  - Provide support and/or coverage as needed for:
    - Development of Continuing Competence Program policies and procedures, conducting individual and/or program level review and evaluation and practice visit activities.
    - Practice Advisor activities offering professional practice guidance on matters related to interpreting regulations, standards of practice, code of ethics and practice guidelines.

## 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 registrants, Council, key partners, the public and ACOT team members.
- Demonstrated initiative and ability to identify opportunities for improvement.
- Proven critical-thinking skills.
- Strong research and analytical skills.
- Ability to interpret legislation, regulations, policy and guidance documents to frame responses for registrants' practice queries.
- 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 manage multiple 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 – MS suite, database, online collaboration tools, etc.
- Above average oral and written communication and presentation skills required.
- Post-secondary education in a related field required. Occupational therapy training desirable. Master's level training in a related field desirable.
- Proven expertise in policy writing, regulation, and/or working with government desirable.
- Relevant combinations of education and experience will be considered.

## Location

This is a hybrid or work-from-home position available to candidates residing



anywhere in Alberta. Occasional travel may be required.

## General

ACOT is an engaging learning organization that values professional development as this supports the growth of our organization.

We are committed to creating a positive, inclusive and barrier-free environment where everyone, from any background, can do their best work. We welcome those who contribute to further diversifying our staff, including but not limited to, people who identify as Black, First Nations, Métis, and Inuit, racialized, persons with disabilities, and persons of any sexual orientation or gender identity. ACOT will work with the appropriate parties to ensure that accessibility is a reality for all.

If you are interested in this position, please submit your cover letter and resume to [registrar@acot.ca](mailto:registrar@acot.ca) by Friday May 10, 2024. Questions about this position may be submitted to [registrar@acot.ca](mailto:registrar@acot.ca).

This competition may be used to fill current and future opportunities with ACOT.