

Opportunity Profile Full Time Temporary Regulation & Engagement Coordinator

The Opportunity

The Alberta College of Occupational Therapists (ACOT) is responsible for the regulation of over 2,650 occupational therapists in Alberta. We are seeking a candidate with expertise in interpreting legislation, regulations and legal opinions, and editing standards of practice, codes of ethics, policies, procedures, practice guidelines and other content. The role will also be responsible for coordination of engagement sessions involving multiple key partners. This position is full-time temporary for one year.

Reporting to the CEO and Registrar, the Regulation & Engagement Coordinator is responsible for:

Key Roles & Responsibilities

- Working with the ACOT team to finalize guiding principles for editing various ACOT resources. The guiding principles will need to align with requirements in the *Regulated Professions Neutrality Act (RPNA)* as well as legal guidance and input from staff and ACOT's Council.
- Reviewing assigned content to identify where edits will be required to align with the RPNA and guidance as noted above.
- Creating draft edits to ACOT's Standards of Practice, Code of Ethics, web site content, practice resources, policies, procedures and other materials as assigned. Ensuring the draft edits follow the guidance and input provided.
- Working with ACOT staff to finalize edits to assigned materials.
- Coordinating in-person consultation sessions for new and updated Standards of Practice and Code of Ethics
 - Researching venue options, setting up the chosen venue contract
 - Tracking key partner/participants attendance numbers
 - Drafting communications to advertise the consultation sessions
 - Arranging audio visual and food requirements at the venues
 - Supporting development of presentations for the consultations
 - Recording input during the consultation sessions
 - Writing draft consultation summary reports
- Other duties as assigned.

Key Competencies

- Strong interpersonal and communication skills, both orally and in writing, to effectively build positive relationships with registrants, key partners, the public and ACOT team members.

- Strong research and analytical skills.
- Ability to interpret legislation, regulations, policy and guidance documents to inform editing choices.
- 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 prioritize work items and escalate issues appropriately.

Knowledge and Experience

- Advanced knowledge of interpreting legal and regulatory requirements 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, MS Outlook, SharePoint, online collaboration tools, etc.
- Above average oral and written communication skills required.
- Post-secondary education in a related field required.
- Proven experience in a regulatory, health care and/or government environment 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 by Friday July 3, 2026. Questions about this position may be submitted to registrar@acot.ca.



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