



COLLEGE OF DENTURISTS OF ONTARIO

Position Profile - Registrar
January 2013

Role and Responsibilities - General

Appointed by Council, and reporting to Council through the President, the Registrar is the chief operating officer of the College responsible for discharging specific statutory duties as set out in the *Regulated Health Professions Act, 1991 (RHPA)*.

His/her responsibilities fall into four key result areas:

- Providing leadership and strategic guidance
- Effective representation to the members, the public, Government and other stakeholders
- Efficient and effective administrative oversight of the CDO and its operations (including Human Resources, program delivery, financial management and budget planning)
- Ensuring that the College meets its legislative and regulatory mandate to serve and protect the public interest

Job Candidate Specifications

- a) Education - University degree preferred, with degree/experience in business administration, education, healthcare or law considered an asset.
- b) Functional Experience - the preferred candidate will have recognized experience in health professional regulation in Ontario; knowledge of the RHPA and associated regulations; experience in strategic planning, recommendations and execution; demonstrated leadership and skills respecting implementing and modifying operational processes and procedures
- c) Resource Management - the preferred candidate is able to develop financial plans and manage human resources. The ability to analyze and interpret financial data is an asset
- d) Managerial Experience - the preferred candidate has worked in a leadership/management/policy role within a professional or occupational regulatory body- experience in a health profession regulatory College in Ontario would be an added asset.
- e) Regulatory Knowledge/Background - the preferred candidate possesses an advanced understanding of College operational procedures, policy and standards development, and a working knowledge of applicable legislation and regulations
- f) Communication and Interpersonal skills - the preferred candidate possesses exceptional written and oral communication skills and a demonstrated ability to build and maintain relationships both inside and outside their organization

Leadership Attributes

- a) Conveys confidence and professionalism
- b) Ability to lead and inspire, facilitate organizational vision
- c) Fosters employee engagement and empowerment
- d) Communicates effectively, verbally and in writing- to a wide range of constituents

INTERESTED CANDIDATES ARE INVITED TO FORWARD A LETTER OF INTEREST AND CURRICULUM VITAE TO DEANNA WILLIAMS, SUPERVISOR AT THE COLLEGE OF DENTURISTS OF ONTARIO AT HER CONFIDENTIAL EMAIL dwilliams@dundeeconsulting.com . YOUR LETTER OF INTEREST SHOULD BE RECEIVED NO LATER THAN THE END OF DAY ON FEBRUARY 28, 2013.