

ADMISSIONS ENGINEER/GEOSCIENTIST, REGISTRATION



A P E G G S

*Association of Professional Engineers
& Geoscientists of Saskatchewan*

Department	Registration
Job Summary	Reporting to the Director of Registration, the Admissions Engineer/Geoscientist, Registration provides analysis and recommendations on qualifications of applicants for registration or reinstatement. The role serves to ensure that public interests are met by confirming that applicants have met the qualifications for registration according to legislation and APEGGS Registration policies. The Admissions Engineer/Geoscientist, Registration provides subject matter expertise, analysis, and support in evaluating applications in relation to legislation, policy, and in accordance with the principles of natural justice and procedural fairness

Key Accountabilities and Duties:

- Evaluate and determine if applicant academic and/or experience records, competencies, reference/validator information meet the requirements for registration
- Recommend applications for approval, refusal, or deferral to the Registrar, based on supporting information pertaining to registration qualifications met/not met by the applicant
- Evaluate whether English language competency of specific applicants meets the requirement for registration in situations where additional discernment is required over-and-above that provided by non-professional staff
- Assess level of specialized engineering or geoscience subject matter knowledge required to provide a fair, thorough assessment of an applicant's academic or experience qualifications for registration. As needed, engage appropriate APEGGS volunteer assessors to conduct the evaluation.
- Evaluate applications for reinstatement of persons whose membership has ceased, and provide recommendations
- Evaluate engineering/geoscience licensee applications and the proposed scope of practice to determine if registration requirements are met and provide recommendations
- Prepare applicant files for committee review
- Respond to escalated enquiries concerning the application requirements, and interpretation of the legislation, policies, guidelines, and procedures
- Apply sound judgement to determine when to escalate applications to management concerning special circumstances that may not align with policy
- Participate in identifying process improvements and assist in developing and/or enhancing policies, procedures and programs for the evaluation of academic and/or experience requirements for registration

Qualifications:

- A Professional Engineer (P.Eng.) or Professional Geoscientist (P.Geo.) designation, registered in Saskatchewan or eligible for registration in Saskatchewan is a minimum requirement
- Minimum of 5 (preferably 6 to 10) years professional experience (post licensure)

- Varied experience in different areas (ie technical, project management, etc.) or fields is considered a highly valuable asset
- Experience in a regulatory environment, including volunteer experience with APEGS (especially as a volunteer with the academic or experience review process) is considered an asset
- Superior computer skills including demonstrated competence in Microsoft Office
- Excellent written and oral communication skills and abilities
- Significant skill in policy and legislative analysis
- An ability to understand, interpret, and apply the legislation, regulations, and policies governing the evaluation of an applicant's engineering and geoscience qualifications
- Skilled in applying fair and consistent evaluations and decisions
- Proven ability to collaborate with others to ensure a healthy and supportive work environment
- Build trusted connections and maintain effective relationships both internal and external to APEGS
- Model effective, constructive and respectful communication and interactions with internal and external contacts
- Demonstrate self-awareness, accountability, and personal capacity
- Support progress and demonstrate adaptability and resilience in response to change or unfavorable situations
- Demonstrated business focus and commitment to helping others be successful