A P E G S

Association of Professional Engineers & Geoscientists of Saskatchewan

DIRECTOR, LICENSING AND MEMBERSHIP

Division	Regulatory
Department	Licensing & Membership
Job Summary	Reporting to the Chief Regulatory Officer (CRO), this position is responsible for the programs that cover the life cycle of registrants (individuals and firms) from application to resignation / cessation at APEGS. It includes day-to-day operations, projects, and departmental oversight of a team responsible for researching, establishing, implementing, and managing the following programs: academic assessment; experience assessment; character assessment; licensure; practice standards; renewals; continuing professional development; return to practice and reinstatement; certificate of authorization; awards; and other related programs. The position also provides support to specific governance boards and committees.

Key Accountabilities and Duties:

Applicant, Member, Firms Regulation

- Interpret and advise on the Act, bylaws, policies, guidelines, procedures to help ensure consistency in decision-making, ensure transparency and the principles of natural justice and procedural fairness are respected.
- Develop efficient and effective controls, policies and procedures within the organizational context, existing policies, council directives and strategic objectives.
- Develop and adapt programs to align with right touch regulation concepts and the long-term vision for regulatory direction.
- Develop and direct the development and maintenance of academic assessment, experience assessment, character assessment, licensure, practice standards, renewals, continuing professional development, professional development, return to practice and reinstatement, and certificate of authorization policies, programs and procedures, with the overall aim of reducing risk to the public.
- Direct the prudent management of the APEGS licensure, membership and certificate of authorization processes, with an emphasis on member, firm and applicant awareness and education as a key strategy.
- Provide leadership and management support to Council, committees (Academic Review Committee; Experience Review Committee; Registrar's Advisory Committee; Continuing Professional Development Compliance Committee; Professional Development Committee; Awards Committee), task groups, and advisory groups.

- Develop and oversee development and enhancement of regulatory procedures and documents, standards, and guidelines as it relates to licensure, membership and firms in accordance with legislation, regulations, bylaws and policy.
- Direct all primary applicant, member, and firm relationship responsibilities.

Regulatory Thought Leadership

- Develop and maintain working relationships with other regulators to enhance the organization's functions and to influence the regulatory environment. This work includes collaboration, input, and thought leadership with Engineers Canada, Geoscientists Canada, and other regulators (includes engineering and geoscience and other professional regulators in Saskatchewan, Canada, and globally) on issues, best practices, and initiatives.
- Represent APEGS in appropriate groups, national committees, task groups and advisory groups as it pertains to regulatory effectiveness.

Department Oversight

- Develop plans, priorities, and budgets to achieve the overall APEGS strategy as it relates to areas of accountability.
- Provide people leadership to a professional team of direct reports, including HR administration, onboarding, orientation, training and performance management, employee engagement, career development, succession, and safety; and provide oversight of all staff in department.
- Provide leadership support for organizational and departmental continuous improvement initiatives, and work in consultation with internal support leaders (such as information technology) to streamline and automate processes.
- As a member of the senior leadership team, provide thought leadership and input to strategy, governance, and operations for the organization. Collaborate and support planning activities including business performance metrics.
- Provide advice, recommendations, and support on internal or external issues related to the professions or the organization.
- Promote and model behaviours consistent with a positive work environment within the organization that supports communication, collaboration, and high performance as well as staff engagement, satisfaction, and professional development.
- Advise on policies, procedures, and precedents, and provide credible information to facilitate successful decision-making at all levels.
- Develop efficient and effective risk management controls, policies, and procedures within the organizational context of the policy framework, Council directives, and strategic objectives.
- Provide project sponsorship and direction, ensuring appropriate project management rigour is applied to developmental initiatives, and removing barriers that could prevent project success.
- In consultation with APEGS event management efforts, deliver presentations and/or attend events focused on regulation of the professions.

Qualifications:

- Professional Engineer (P.Eng.) or Professional Geoscientist (P.Geo.) registered in Saskatchewan or eligible for registration in Saskatchewan.
- Minimum 10 years professional experience (post licensure), preferably in a regulatory environment.
- Experience as a key decision maker in a regulatory environment is an asset.
- Experience directing or managing programs/processes for assessing academic qualifications, work experience, character, and professional competence is an asset.

- Demonstrated leadership abilities: self-awareness, accountability, achieving results through others; adaptability and resilience in response to change or unfavorable situations.
- Experience applying sound judgement and making decisions at a senior level of an organization, in complex situations (for example: no precedent to consider, decision impacts human or financial resources).
- Experience with complex communications and relationships requiring demonstration of professionalism and diplomacy in all situations, including as it relates to mediating, persuading, and negotiating.
- Proven ability to interpret legislation, precedents, and regulatory practices and assess operational impacts and implications.
- Experience presenting policy and programs at the senior leadership level of an organization and transferring strategic direction into operational plans and priorities.
- Experience in developing and managing relationships with a diverse range of internal and external stakeholders (employees, peers, and colleagues; members; government officials and entities; volunteer committees and working groups).
- Experience leading change initiatives; apply change management strategies to guide positive progress during organizational transition and process improvement.
- Proven ability to work cohesively across department lines in a senior leadership team, and to collaborate with others to ensure a healthy and supportive work environment.
- Knowledge of financial management and budgeting processes with a demonstrated track record of fiscal responsibility.
- Demonstrates a strong business acumen, with a focus on and commitment to enabling and equipping others to achieve successful outcomes.
- Strong computer system, database management, and Microsoft Office Suite skills.