

POSITION DESCRIPTION

Role: Manager, Licensure, Pod 2 (DIET, OPTI, OPTO)

Team: Licensure

Category: Full-time, 18-month contract

Work hours: 37.5 hours per week

Work arrangement: Hybrid in Vancouver or Victoria Office

Territorial Acknowledgement

The offices of the College of Health and Care Professionals of British Columbia (CHCPBC) are located on the ancestral and unceded territories of the Coast Salish Peoples — specifically, the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and səliwətał (Tsleil-Waututh) Nations — the ləkʷəŋən (Lekwungen) Peoples — represented today by the Songhees and xʷsepsəm (Esquimalt) Nations — and the WSÁNEĆ (Saanich) Peoples — including the BOKKĖĆEN (Pauquachin), STÁ,UTW (Tsawout), WJOLĖLP (Tsartlip), and WSÍKEM (Tseycum) Nations.

Position Summary

The Manager, Licensure, Pod 2 (DIET, OPTI, OPTO) oversees all aspects of the College's licensing functions, including registration and certification, for defined professions, by leading staff, ensuring compliance with the College's regulatory mandate. This position is crucial in upholding registration and certification standards and ensuring efficient licensure processes of the College.

The Manager, Licensure, acts as a liaison between the College and recognized education program providers across regulated jurisdictions within Canada. The Manager provides leadership to ensure smooth administration processes for examinations administered by the College. Apart from leading staff to plan and execute annual examinations, the Manager oversees the recruitment and training of examiners and ensures the accuracy, clarity, and ease of understanding of exam content and presentation.

It is essential for all College staff to contribute to a team approach with a public protection focus, delivering efficient services that align with and allow the College to meet its regulatory, strategic, and operational goals.

This is an 18-month contract position.

Supervisory & Reporting Responsibilities/Relationships

Reports to: Director, Licensure



Direct supervision: Coordinator, Licensure; Administrative Associate, Licensure.

Duties & Responsibilities

1. Oversees the College's licensure functions for defined professions, for both registration and certification, in accordance with the *Health Professions Act*, the regulations, the College's Bylaws, standards, and policies, and other relevant legislation.
2. Provides leadership to Licensure staff supporting the Registration Committee and/or profession-specific panels to assist them in performing their statutory duties under the Act.
3. In collaboration with the Director, Licensure, develops and implements process improvements to maximize efficiencies, harmonizing, streamlining, and modernizing policies and procedures, while upholding registration and certification standards and ensuring efficient licensure processes in the public interest.
4. Liaises with Quality Practice staff to support the Licensure certification function.
5. Develops and implements program related policies and procedures.
6. Monitors emerging risks through licensure data, assesses their implications, and develops plans to address impact.
7. Oversees management of candidate requests for accommodation and appeal of failed entry-to-practice examination attempts.
8. Provides direction in the planning, execution, and evaluation of examinations including recruitment and training of examiners/assessors, and oversees contract psychometricians, logistics, exam content development, and exam administration.
9. Maintain confidentiality and discretion of information received while performing work functions.
10. Supervises and directs staff, including by monitoring and evaluating their ongoing performance, supports staff with recruitment/training as needed.
11. Performs other duties as assigned by the Director, Licensure.

Qualifications

1. At least three (3) years' experience in a leadership role with demonstrated ability to effectively lead teams.
2. Degree in a health profession, public administration, business management, quality improvement, health policy, health services research, law, or another related field is an asset.
3. Knowledge of the professions regulated by the College, professional trends, *Health Professions Act*, and related legislation.
4. Excellent communication skills both written and verbal.
5. Demonstrated ability to manage multiple priorities, manage time and meet required deadlines.
6. Sound analysis, judgment, and decision-making skills.
7. Experience with managing high stakes examinations in regulatory or educational sectors an asset.
8. Tech savvy with excellent working knowledge of cloud computing systems and Microsoft Office suite (such as Word, PowerPoint, Excel, Outlook).
9. Demonstrated ability to work productively within a team but also independently.
10. Collaborative spirit with a passion for fostering regulatory excellence.



- 11.** Awareness of the *Health Professions Act* and the *Health Professions and Occupations Act* and their application to the work of CHCPBC.
- 12.** Awareness of the Declaration on the Rights of Indigenous Peoples Act (2019) and Action Plan (2022-2027) and their application to the work of CHCPBC, including awareness of a distinctions-based approach related to Indigenous Peoples.
- 13.** Awareness of and commitment to learning and understanding the Truth & Reconciliation Commission's 94 Calls to Action (2015), the In Plain Sight Report's 24 recommendations specific to healthcare in BC (2020), and the 231 Calls for Justice in Reclaiming Power and Place: National Inquiry into Missing and Murdered Indigenous Women & Girls Final Report (2019) and how they intersect across the health care system.
- 14.** Commitment to ongoing learning related to Indigenous cultural safety and humility.

Salary & Benefits

- 1.** The full-time compensation for this position is \$102,600-\$133,380 annually based on a 37.5-hour work week.
- 2.** The starting salary will be determined based on factors such as the successful candidate's job-related knowledge, skills, experience; salaries of other employees in the same salary range; market conditions and other relevant factors.
- 3.** The College provides competitive compensation and an attractive benefit package.
- 4.** We have a flexible work environment that includes a hybrid/remote work model with an assigned schedule. We offer opportunities for personal and professional growth; provide flexibility; strive for work-life balance; and provide an excellent and dynamic work environment where innovation, teamwork and creativity are highly valued.

The College deeply values and celebrates diversity, understanding that it is not just about representation, but about the active inclusion, empowerment, and support of individuals with a wide range of skills, backgrounds, identities, and lived experiences. We acknowledge that diversity is essential to our success and resilience, and we strive to build an environment where every individual is recognized, respected, and provided with the space to thrive. We honour and actively support employees who identify with a broad spectrum of communities, including but not limited to, those who self-identify as First Nations, Metis, Inuit/Inuk, Black, racialized persons, 2SLGBTQIA+, gender diverse, disabled, and neurodivergent individuals.

Our commitment goes beyond representation - we aim to create a culture of belonging, where diverse perspectives are not only heard but celebrated, and where people feel safe, valued, and supported. We are dedicated to fostering an open, welcoming and inclusive work environment where all employees can bring their full, authentic selves to their work. We recognize that true diversity requires the active dismantling of systemic barriers and the continuous support of equity deserving groups.

As a College, we aspire to employ, support, and empower staff who reflect the rich diversity of the communities we serve across British Columbia, ensuring that our team is representative and responsive to the varied needs and lived experiences of those who rely on our services.