

Nova Scotia College of Medical Imaging and Radiation Therapy Professionals (NSCMIRTP) Seeking: Deputy Registrar

The Nova Scotia College of Medical Imaging and Radiation Therapy Professionals regulates medical imaging and therapy professionals (MIRTPs) in Nova Scotia and exists to serve the public interest. The College protects the public by ensuring that applicants possess the knowledge and skills to practice the profession, that MIRTPs maintain professional standards of practice and are held accountable for their conduct and practice.

THE ROLE

The College is currently seeking a professional, self-motivated candidate with solid decision-making skills for the **Deputy Registrar** role. Reporting to the ED/Registrar, the Deputy Registrar (DR) is responsible for registration processes and registrant services, continuing professional development, as well as policy development needed to support the College's mission and mandate. As the second most senior staff position at the College, the Deputy Registrar assumes the responsibility and acts in the capacity of the ED/Registrar in their absence.

The successful candidate will demonstrate an understanding of health regulation including general knowledge of professional registration procedures, continuing professional development (CPD) programs, and investigations and discipline processes. Experience working with elected and appointed Councils/Boards and Committees and a strong understanding of Board governance and decision-making processes would be an asset. The DR will exhibit strong leadership, communication, and interpersonal skills, work collaboratively with others, and demonstrates a commitment to diversity, equity, and inclusion.

This is a part-time (15hrs/week) permanent position. This position requires daytime availability as well as occasional evening and weekends based on Board and Committee needs. Flexibility is provided in the scheduling of the hours across the week. Overtime is normally not required but may be based on operational need and will be compensated with time off. Travel may be required both within and outside of the province.

Work location will be hybrid with 50% at home and 50% at office.

QUALIFICATIONS AND EXPERIENCE

- Post-Secondary Degree or equivalent combination of relevant education and experience preferably in a health, legal or business-related field.
- Current license as a MRT or DMS is an asset
- Demonstrated experience in a formal/informal leadership role
- Demonstrated experience working with committees
- Ideally previous experience working/volunteering with a health regulator
- Strong oral and written communication, facilitation, and interpersonal skills
- Proven ability to work independently as well as collaboratively within a team
- Ability to read and understand legal documents
- Intermediate computer skills, including Microsoft Office Suite and Adobe
- Valid driver's license

Core Competencies

- Attention to detail
- Communication and writing skills
- Ethics and integrity
- Computer literacy
- Good interpersonal skills
- Proactive
- Problem solving with multiple priorities
- Organizational and time management skills
- Leadership skills
- Decision making / good judgement
- Team oriented
- Adaptable / Flexible
- Continual learning
- Attention to best practice

HOW TO APPLY

If you are interested in this position, please apply online to julieavery@nscmirtp.ca and upload your cover letter and resume as one pdf document (file name: First Name Last Name.pdf) highlighting your related experience no later than **Dec 31st, 2021**.

Thank you so much for your interest in this position; only applicants selected for an interview will be contacted.

The College's goal is to create a diverse, inclusive workforce that reflects our communities and ensures our services and communications are accessible to all individuals. Accommodation is available under the *Nova Scotia Human Rights Act*. Please let us know if you require any accommodation to participate in this process.