

## NSCMIRTP Job Posting

### Regulatory Administrative Officer (RAO)

**Location:** Halifax, Nova Scotia (Hybrid – remote, with occasional office work TBD)

**Position Type:** Part-time (0.4 FTE / approximately 16 hours per week. Minimum of two hours per weekday with flexibility for those hours and the additional six.)

There is potential for this position to extend to full time permanent within a year.

**Salary Range:** \$24,960 to \$31,616 annually (0.4 FTE)

**Reporting To:** Executive Director / Registrar

### Organization Overview

The Nova Scotia College of Medical Imaging and Radiation Therapy Professionals (NSCMIRTP) regulates in the public interest by setting entry-to-practice requirements, ensuring continued competence of registrants, and addressing concerns from members of the public. The Regulator's mandate is to protect the public by maintaining and advancing high standards of qualification, professional conduct, and ethical practice across medical imaging and radiation therapy specialties.

### Position Summary

The NSCMIRTP is seeking a highly organized and detail-oriented Regulatory Administrative Officer (RAO) to provide dedicated administrative and regulatory support to the Regulator's operations. This newly created part-time role supports the Executive Director/Registrar and regulatory staff by assisting with licensing and registration processes, compliance tracking, stakeholder communication, and record management.

The RAO position has been established to strengthen operational efficiency, support compliance and quality assurance activities, and enhance organizational resilience in response to increasing regulatory requirements and workload volumes.

### Key Responsibilities

- Monitoring and assisting with shared email management and routine correspondence
- Maintaining accurate applicant credential records in regulatory databases
- Assisting with licensing, registration, and compliance tracking documentation
- Responding to routine inquiries from registrants, applicants, and the public
- Supporting accreditation, audit, quality assurance, and reporting activities
- Assisting with the preparation of reports, correspondence, and meeting materials
- Providing administrative support to regulatory staff, committees, and Board activities
- Supporting policy updates, document management, and website or resource updates as required

### Qualifications, Skills, and Attributes

- Diploma or degree in medical imaging or radiation therapy, office administration, business administration, health administration, or a related field
- Experience in an administrative role, preferably within a healthcare, regulatory, or professional governance environment
- Strong organizational skills with the ability to manage multiple priorities and maintain attention to detail
- Excellent written and verbal communication skills
- Proficiency with Microsoft Office and virtual collaboration platforms
- Ability to handle confidential and sensitive information with professionalism and discretion
- Ability to work independently while contributing to a collaborative team environment
- Knowledge of healthcare regulation in Nova Scotia is considered an asset

### What We Offer

- A flexible part-time schedule that supports work-life balance
- A collaborative and supportive professional environment
- The opportunity to contribute directly to public protection and healthcare quality in Nova Scotia
- Exposure to regulatory operations, quality assurance, and governance activities within a growing regulatory organization

### How to Apply

Please submit your cover letter and résumé outlining your qualifications and interest in the role by email to:

[ed-registrar@nscmirtp.ca](mailto:ed-registrar@nscmirtp.ca)

Subject line: Regulatory Administrative Officer (RAO) Application

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

The Nova Scotia College of Medical Imaging and Radiation Therapy Professionals is an equal opportunity employer. We value diversity and are committed to fostering an inclusive and respectful workplace.