

MANAGER, Policy and Governance
Full Time, 12 Month Contract Position (Hybrid)
\$85,000-95,000

The College of Opticians of Ontario is the body that registers and regulates all opticians in the province. We ensure that optical services in Ontario are provided by healthcare professionals who maintain a high standard of practice and professionalism.

We are a small and highly motivated team, and as the **Manager, Policy and Governance** you'll have the opportunity to have a big impact. At the College, we encourage creativity and innovation, and are continually improving our processes and policies with the help of our dedicated and insightful team.

The Manager, Policy and Governance supports the work of three College committees: Governance Committee, Screening Committee, and Patient Relations Committee. The Manager also helps the College research, develop and implement policies relating to practice standards, professional ethics, continuing competence and governance.

This is a hybrid position that requires two days of in-office attendance for team development, team meetings and committee meetings, with the balance of the work being performed remotely. Additional in-office attendance may be required on an occasional as-needed basis for training or to support committee meetings.

The Manager, Policy and Governance is a self-starter who is extremely reliable and has excellent attention to detail. This is a great opportunity to make a difference, grow professionally, and work in a collaborative, supportive team environment. This is a 12-month contract position, however opportunities for extension may be explored toward the end of the contract based on department needs.

The position reports to the Registrar/Deputy Registrar, CEO. As the Manager, Policy and Governance, you will:

Governance Committee, Screening Committee and Patient Relations Committees

- Ensure Committee Members receive orientation and education regarding related policies, processes, and procedures
- Develop and provide resource materials to the Committees as required
- Draft briefing materials for Committees and the Board of Directors
- Schedule meeting dates and develop meeting agendas with the Chairs of the Committees
- Review meeting agendas and reports with the Registrar/Deputy Registrar in advance of posting materials to the virtual boardroom
- Arrange meetings (virtual or in person) and manage specifics including booking of space, setting up virtual meeting links, preparing meeting minutes, etc.
- Post all meeting materials to the virtual boardroom in advance of Committee meetings
- Hold pre-meetings with Committee Chairs and Vice-Chairs prior to each Committee meeting and prepare preparatory notes for the Committee Chair
- Prepare quarterly Committee reports for board meetings, in conjunction with Committee Chairs
- Prepare Committee meeting minutes

- Conduct research, prepare reports, and carry out project directives as set by the Committees and/or the Board
- Appraise the Registrar/Deputy Registrar of all issues/applications which require policy and/or legislative interpretation
- Track actionable outcomes of Committee meetings and ensure appropriate follow-up
- Ensure information pertinent to the areas of responsibility for the position that directly affects Registrants, the public, and other stakeholders is posted on the College website and/or included in newsletters and annual reports
- Other duties as assigned by the Registrar/Deputy Registrar

Policy

- Conduct research and develop policies on areas relating to practice standards, professional ethics, continuing competence, governance and/or other areas relating to professional regulation
- Manage projects relating to policy development
- Draft reports and other materials for multiple audiences (e.g. the public, the profession, committees, board and patient groups)
- Develop and draft briefing materials for Committees and the Board
- Undertake stakeholder consultations
- Engage in environmental monitoring to assist the College in identifying key issues or developments that have relevance for the public and/or the practice of opticianry
- Support the implementation of the College's Strategic Plan and accompanying strategic projects
- Correspond with external consultants on project coordination and compiling data and research

Qualifications and Competencies

- 3+ years of policy research and data analysis in a professional or academic setting, preferably at a health regulatory college
- Previous committee management experience is an asset
- Excellent attention to detail and organizational skills with the ability to prioritize a diverse workload and manage competing priorities
- Excellent interpersonal skills with the ability to communicate effectively, both orally and in writing
- Ability to write in a clear, concise and legible manner
- Ability to think critically and exercise independent and sound judgement in anticipating needs and taking initiative
- Ability to work independently on complex projects
- Comfortable with presentation delivery
- Excellent project management skills with experience in managing projects to deadlines.
- Ability to deal effectively with challenging situations, and to handle confidential and sensitive information utilizing tact and discretion
- Excellent keyboarding, proof reading and data entry skills with emphasis on accuracy including knowledge of correct grammar, spelling and punctuation, to draft decisions, reports, correspondence, respond to e-mail, etc.
- Experience in using computerized software programs which include MS Office (i.e. Outlook, Word, Excel, PowerPoint) and experience with layout and formatting procedures for text, tables,

and spreadsheets and mail merging, and ability to learn and fully utilize the College database program

- Bilingual- French/English an asset

The College of Opticians office is located in downtown Toronto and is currently operating a hybrid remote office. Interviews will be conducted virtually.

To apply, please email your resume and cover letter to the attention of Fizza Asad, Human Resources Specialist at fasad@collegeofopticians.ca by November 10, 2023. We will review applications as they are received and look forward to hearing from you.

The College of Opticians of Ontario, an equal opportunity employer, is committed to creating a diverse, equitable, and inclusive environment that is reflective of the diversity of the public that we serve. Eligible candidates from equity-deserving groups are encouraged to apply, including Indigenous persons, racialized persons / persons of colour, women, LGBTQ2S+, and persons with disabilities. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided throughout the recruitment, selection and/or assessment process to applicants with disabilities.