

**POLICY ASSISTANT, EXECUTIVE OFFICE**  
**Full Time, 12 Month Contract Position**  
**\$55,000-60,000**

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 **Policy Assistant, Executive Office** 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. Due to the pandemic, this position requires some in office attendance for team meetings, committee meetings, and hearings, with the balance of the work being performed remotely.

The Policy Assistant 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 duties include:

Governance Committee, Screening Committee and Patient Relations Committees\*

*\*The duties in this section are temporary to cover a temporary leave of absence, following which the successful candidate will transition to supporting the Executive Office*

- Develop and provide resource materials to the Committees as required
- Conduct research, develop reports and briefing notes, and carry out project directives as set by the Committees
- 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 on 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.
- Prepare briefing materials and Committee reports for board meetings
- Appraise the Registrar/Deputy Registrar of all issues/applications which require policy and/or legislative interpretation
- At the direction of the Registrar/Deputy Registrar liaise with external consultants as required
- 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

Executive Office

- Assisting the Registrar and Deputy Registrar with research, policy development, and project management as required.
- Conduct research and prepare reports as directed by the Registrar/Deputy Registrar.

- Seeking out vendors and obtaining proposals for executive office and strategic projects, setting up vendor interviews and conducting an analysis on vendor submissions
- Corresponding with external consultants on project coordination and compiling data and research
- Completing general office tasks including updating staff and board of director guidebooks, filing, and other duties and projects as required by the Registrar/Deputy Registrar
- Assisting with board director technology training (zoom, virtual boardroom, office 365)
- Keeping detailed records and tracking project tasks

### **Qualifications and Competencies**

- Minimum of 1 – 2 years of research and data analysis in a professional or academic setting
- Previous administrative support experience
- 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
- 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](mailto:fasad@collegeofopticians.ca) by November 4, 2022. 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.