



COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF BRITISH COLUMBIA

EMPLOYMENT OPPORTUNITY

EXECUTIVE DIRECTOR / REGISTRAR

The College of Registered Psychiatric Nurses of British Columbia is inviting applications for the position of Executive Director/Registrar.

The Executive Director/Registrar is the Chief Executive Officer (CEO) of the College appointed by the Board and responsible for all administrative functions and duties of the College in accordance with the Health Professions Act, College Bylaws and the Board's governance policies and guidelines.

Working in collaboration with, and reporting directly to the Board of the College, key responsibilities of this position include:

- Provision of support and guidance to the Board as required with particular attention to strategic and operational planning, outcome measurement and legal parameters for decision-making
- Research and preparation of briefs on policy advice and analysis
- Development, implementation and evaluation of College programs in accordance with relevant legislation and Board policy
- Management of the day-to-day affairs of the College in accordance with Board policies and guidelines, College Bylaws, the Health Professions Act and other relevant legislation
- Monitoring of provincial, national and international trends and maintenance of statistical data related to College program areas and regulatory matters of the College
- Establishing, maintaining and evaluating the College's information management, human resources and financial management systems in accordance with Board policies and procedures and the Freedom of Information and Protection of Privacy Act, and ensuring the integrity and security of these systems
- Establishing, monitoring and evaluating the quality of the College's communication and educational strategies and ensuring input from public representatives, registrants and other stakeholders as appropriate regarding College programs
- Representing the College in accordance with policies of the Board.

Qualifications

- Eligibility for registration with the College of Registered Psychiatric Nurses of B.C.
- Masters degree in a health, business or other relevant discipline preferred.
- Minimum 7 - 10 years of relevant leadership and administrative experience in progressively senior management roles encompassing the major functions of a chief executive officer position.
 - Experience in strategic and operational planning, implementation and outcome measurement
 - Demonstrated competence in financial, records and human resource strategic management.
 - Demonstrated ability in interpretation of governing statutes and other relevant legislation.
 - Demonstrated understanding of regulatory functions and administrative law principles.
 - Demonstrated understanding of psychiatric nursing practice standards and competency measures.
 - Demonstrated research capability and multi-project management.
 - Experience with Boards and Committees operating in a not-for-profit organizational framework.
 - Demonstrated creative leadership, tact, diplomacy and good judgment.
 - Ability and willingness to foster, work and collaborate in an open and flexible environment.

Compensation and Benefits

Salary Range: \$95,000 - \$120,000 per annum. Starting salary is negotiable based on the qualifications and experience of the successful candidate. Benefits are comparable to Union & Government plans for Registered Psychiatric Nurses in British Columbia.

If you are interested in this senior management position, please submit your application, clearly demonstrating how you meet the qualifications outlined above, to:

COLLEGE OF REGISTERED PSYCHIATRIC NURSES OF BRITISH COLUMBIA
ATTENTION: CHAIR, HUMAN RESOURCES COMMITTEE
307 - 2502 St. Johns Street, Port Moody, BC V3H 2B4

E-mail: april_lightbown@crpnbc.ca

For more information about this position, visit our website at www.crpnbc.ca

CLOSING DATE: This posting will remain open until the position is filled.