



Position Description

Position:	Policy & Regulatory Affairs Director
Reports to:	Registrar & CEO

This position description is a general description of the duties, purpose, responsibilities, and scope of a job, along with the title of the job. It is not an exhaustive list of all the duties, functions and tasks associated with the position. The position description is intended to be used in conjunction with the terms of the employment agreement, and the CMRITO policies regarding administration, human resources, and others that set out employees' responsibilities and accountabilities to the CMRITO, the Registrar & CEO, and other staff.

Scope of the Position

The Policy & Regulatory Affairs Director ('the Director') role is focused on policy and governance work as well as providing legal services to the College.

Reporting directly to the Registrar & CEO, this role is aimed at ensuring a future-focused outlook and proactive approach to advance the College's leadership role in regulation. In addition to administering and managing CMRITO policies and the College's regulatory affairs and governance portfolio, this key leadership position is responsible for providing legal advice to the Registrar & CEO and Council, as well as monitoring and responding to legislative changes and relevant case law.

Key Responsibilities

Reporting to the Registrar & CEO, the Director will:

Legal and Regulatory Affairs

1. Provide legal and strategic advice to the Registrar & CEO in performing regulatory functions
2. Support the orientation of Councillors and Committee Members with respect to their roles and responsibilities and the legislation and policies governing the College
3. Keep informed of government activities and the activities of other regulatory bodies and system partners, and advise the Registrar & CEO

4. Apprise the Registrar & CEO of relevant legislative changes affecting the College and the practice of the profession in Ontario
5. In close collaboration with the Registrar & CEO and other Directors, provide legal advice and support to Council and various statutory committees, attending meetings as required:
 - a. Patient Relations Committee
 - b. Registration Committee
 - c. Quality Assurance Committee
 - d. Executive Committee
6. Administer the College's Patient Relations Program, including managing applications for funding for therapy and counselling, supporting the Patient Relations Committee in its review of applications, and developing related policies and guidelines
7. Act as the College representative for reviews and hearings of Registration Committee decisions at the Health Professions Appeal and Review Board
8. Review and advise on contracts with system partners and external organizations
9. Manage external legal counsel (including overseeing fees and billing), and provide instructions as needed

Governance, Policy Development, and Program Implementation

1. Develop, draft, implement, and evaluate College policies, regulatory instruments, and documents, including regulations, by-laws, standards, and guidelines
2. Manage the College's policy framework in accordance with the relevant review schedule
3. Oversee the College's Records and Information Management Program, providing support to ensure accessibility, security, and compliance with data access and management standards across the College's program areas
4. Prepare responses to system partner consultations
5. Identify and monitor developments in regulation, governance, health care, and the practice of the profession across jurisdictions
6. Assist the Registrar & CEO in ensuring compliance with the College's Privacy Code and its related procedures

External Relations

1. In close collaboration with the Registrar & CEO and other Directors, assist in disseminating information about the College's mandate and activities to registrants, the public, partner organizations, the government and the media
2. Represent CMRITO on external working groups, as required

General

1. Promote and support the strategic goals and objectives of CMRITO, including contributing to the development of the College's strategic plan, the operational plan, and related implementation decisions
2. Contribute to CMRITO's organizational culture and continuous quality improvement
3. Participate in the implementation of business continuity plans, where necessary
4. Other duties as assigned

Qualifications

1. Member of the Law Society of Ontario with recent relevant experience in policy and/or regulation
2. Post-secondary education in health policy, public administration, political science, law, or related field or an equivalent combination of education and job experience in a related field

Experience

1. Minimum of ten years of progressive experience in a regulatory environment, policy and governance, preferably with at least two years' experience in the health care industry
2. Demonstrated experience analyzing, researching, and understanding legislation, regulations, and case law
3. Demonstrated experience working with boards/governing councils and managing related governance matters
4. Existing connections and positive relationships with CMRITO's key system partners are an asset

Skills & Abilities

1. Exceptional oral, written, and interpersonal communication skills, including proven skills in drafting policies, briefs, and legal documents
2. Ability to represent the College appropriately to all system partners
3. Strong understanding of legislation and regulatory processes
4. Excellent facilitation and presentation skills
5. Highly flexible and able to assume new responsibilities and successfully manage multiple and conflicting priorities
6. Contributes effectively outside the scope of the job
7. Ability to work effectively both independently and within a team environment
8. Big picture/strategic thinker with superior analytical and conceptual skills
9. Ability to act proactively and grasp opportunities, identify potential problems, and take the initiative to follow through rather than wait for the problem to arise
10. Strong collaborator who can reach out to colleagues and system partners to develop working relationships