



**CMRITO**  
Regulator of medical radiation and  
imaging technologists in Ontario

## Job Posting: Policy & Regulatory Affairs Director

The College of Medical Radiation and Imaging Technologists of Ontario (CMRITO) regulates 12,000+ medical radiation and imaging technologists in five specialties: radiography, nuclear medicine, radiation therapy, magnetic resonance, and diagnostic medical sonography.

The CMRITO acts in accordance with the *Regulated Health Professions Act, 1991* (RHPA) and the *Medical Radiation and Imaging Technology Act, 2017* (MRIT Act). Our primary responsibility is to serve and protect the public interest by setting entry to practice requirements and establishing standards of practice for the profession, ensuring the continued competence of our registrants through our quality assurance program, and addressing concerns through our complaints and discipline process.

CMRITO is a virtual organization with 30 staff. Please visit [www.cmrito.org](http://www.cmrito.org) to learn more about us.

CMRITO is seeking a Policy & Regulatory Affairs Director for a full-time, permanent position.

This is a general description of the duties, purpose, responsibilities, and scope of the position; it is not an exhaustive list of all the associated duties, functions and tasks. Please see a more comprehensive description [here](#).

### About the Position

Reporting to the Registrar & CEO, the Policy & Regulatory Affairs Director leads CMRITO's policy and governance work and provides legal services to the College. The role is aimed at ensuring a future-focused outlook and proactive approach to advance the College's leadership role in regulation. Applicants must be members of the Law Society of Ontario or eligible to become one.

### Key Responsibilities

Reporting to the Registrar & CEO, the Policy & Regulatory Affairs 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. 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.
4. 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
5. Act as the College representative for reviews and hearings of Registration Committee decisions at the Health Professions Appeal and Review Board
6. Review and advise on contracts with system partners and external organizations
7. Manage external legal counsel

### **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 review framework
3. Prepare responses to system partner consultations
4. Ensure compliance with the College's Privacy Code

### **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

## **Qualifications and Competencies**

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

## ***Skills and 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. Ability to work effectively both independently and within a team environment
6. Big picture/strategic thinker with superior analytical and conceptual skills
7. Strong collaborator who can reach out to colleagues and system partners to develop working relationships

Visit the [CMRITO website](#) to view the detailed Position Description.

This role is a permanent full-time position. Candidates must be currently authorized to work in Canada and must reside in the province of Ontario.

## The Position Package Includes

- The compensation range for this position is commensurate with qualifications and experience
- Competitive compensation and benefits package that includes a defined benefit pension plan with HOOPP, extended health, dental, life, and disability insurance, access to an employee assistance program
- 4 weeks of vacation

## How to Apply

Please submit your cover letter and resume on a confidential basis to: Registrar & CEO at [hr@cmrito.org](mailto:hr@cmrito.org) **no later than 4 pm on June 23, 2025.**

Use the subject line: "Application for Policy & Regulatory Affairs Director".

We thank all applicants for their interest, however, only those candidates who most closely match our requirements will be contacted.

*CMRITO is an equal opportunity employer and encourages all interested and qualified candidates to apply. We are committed to reviewing our programs and practices to ensure that they support equity, diversity, and inclusion. To support this work, we are an Employer Partner with the Canadian Centre for Diversity and Inclusion (CCDI), [www.ccdi.ca](http://www.ccdi.ca). CMRITO recognizes the importance of diversity, equity and inclusion and welcomes applicants from visible minorities, indigenous people, persons of any sexual orientation, gender or identity and persons with disabilities. Should you require any type of accommodation during the selection process, please advise us. Information received relating to accommodations will be addressed confidentially.*