



**Job Title** Deputy Registrar  
**Supervisor** Registrar/Executive Director

**Classification** Full Time  
**Last Updated** October 2022

**Job Overview:**

In partnership with the Registrar/ED, the Deputy Registrar provides organizational leadership to fulfill the College of Physiotherapists of Manitoba's (CPM) Mission, Vision and Strategic Plan. As a member of the leadership team, they advise the Registrar/ED on key issues related to the Committees, volunteers, and registration process and recommend appropriate actions. The Deputy Registrar assists in policy development and represents the College to registrants and the public as required. The Deputy Registrar is also involved in the implementation of the Regulated Health Professions Act (RHPA), including the development of the CPM Regulations. In addition to supporting the Registrar/ED in the implementation of the College's policies, they will also assume the responsibilities of the Registrar/ED in their absence or as delegated by the Registrar/ED.

**Major Job Areas and Responsibilities:**

- Provide advice and support to the designated Committees in carrying out the business of the College as required under *The Physiotherapists Act*, Regulations and Bylaws.
- Attend Council meetings.
- Attend committee meetings as required, serving as a liaison between these committees and Council. Duties include:
  - Prepare and distribute background materials for the designated committee meetings.
  - Review committee meeting minutes and carry out any actions required.
  - Identify for the designated committees any College business that requires attention and recommend courses of action.
  - Monitor, identify and report to the committees on current trends and issues.
  - Assist in the orientation of new committee members.
- Remain current on issues/trends affecting the profession.
- Support the development of/make recommendations to the Council/Committees' short and long-range objectives.
- Research, analyze and prepare briefing materials, options and recommendations on Council, Committee, and College issues as appropriate. Research and analysis includes consulting relevant persons, agencies or references and condensing the information to be accessible to the Council.
- Assist the Council as required with the preparation and delivery of presentations to government, registrants and other groups on issues which affect the College, its registrants or the public.
- Oversee CPM programs related to licensure and registration as assigned
- Contribute regularly to CPM publications.
- Perform other duties as assigned by the Registrar/Executive Director



### REGISTRATION

- Interpret and implement registration policies, procedures and templates to ensure ongoing compliance with the Act, Regulation and By-laws.
- Act as the primary contact for all enquires related to CPM programs related to licensure and registration.
- Manage the applications for transfer between registers ensuring accuracy and completeness.
- Assist in overseeing the processing of registration and renewal applications. Consult with administrative staff. Forward any disclosure or accommodation issues to the Registrar.

### ACCOUNTING & PAYROLL

- Assist in the preparation of payroll as assigned.
- Provide input into the development of the annual operating budget.

### OTHER

- Provide support for the administration and day to day operations of the College.
- Follow instructions/directions and assume responsibility for their own actions.
- Remain competent in the required job skills and knowledge and exhibit the ability to learn and develop new skills.
- Maintain current knowledge of the Emergency Preparedness Plan and appropriate response to emergency situations.
- Meet attendance and punctuality guidelines and follow established attendance policies.
- Demonstrate the ability to cope with workload, a high tolerance to change, alterations to schedules, and performance in a public arena.
- Have a familiarity with boards and organization protocols.
- Respond to routine and non-routine inquiries from applicants, registrants, stakeholders, government agencies, and other as appropriate.
- Perform other work related duties as directed and assigned by the Registrar/Executive Director.

### KEY COMPETENCIES

- Client focused: Committed to client service and developing internal and external relationships
- Communication: Excellent oral and written communication (including proofreading).
- Quality of work: High attention to detail and accuracy with exceptional organization skills
- Integrity and Trust: Handle confidential information with discretion
- Problem solving: Able to analyze complex situations and exercise independent judgement to determine best solutions
- Team player: Able to work independently and with a team

**Please note:** This position works in collaboration with all staff positions at the College.



### **EDUCATION AND EXPERIENCE**

The ideal candidate shall be a physiotherapist and shall have:

- Current registration, or be eligible for registration, on the Active register of the College and is a member in good standing with the College.
- A minimum of 5 years' experience with progressive administrative and leadership responsibilities.
- Experience in policy document development. Demonstrated organizational and writing abilities are essential as well as the ability to meet timelines.
- Experience in project planning, development and implementation and the ability to work with various stakeholders.
- Advanced computer skills with expertise in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and database applications.
- Experience working in a highly confidential, environment with the ability to act with professionalism, integrity and diplomacy.
- Knowledge of self-regulated health care legislation with regulatory experience, in either an employee or volunteer capacity.
- Experience recruiting, training and motivating volunteers.

### **CONDITIONS OF EMPLOYMENT**

The successful applicant must:

- have a car and valid driver's license,
- be able to travel in Manitoba
- sign a Confidentiality Agreement with the College
- be able to work days or evenings and weekends, as required
- be able to work additional hours during peak times
- be flexible and adapt to change and shifting demands and priorities
- work alone at times
- provide a satisfactory Criminal Record Check prior to finalizing employment offer.

CPM follows and/or exceeds Manitoba Public Health guidelines and protocols.

The following will be determined mutually with the candidate:

- Hours of work
- Remuneration: Hourly wage to be based on experience