

Deputy Director of Registration

The Association of BC Forest Professionals (ABCFP) is seeking a candidate for a Deputy Director of Registration.

The mandate of the Association is to regulate the practice of professional forestry and ensure the competence, independence, professional conduct and integrity of its members – all in the public's interest. Founded in 1947, the Association is governed by a council comprised of elected, registered members and lay members appointed by the province. The Association's membership includes over 5,400 Registered Professional Foresters, Registered Forest Technologists and associate members. The ABCFP is a growing and stable organization with an operating budget of \$2.7 million and a staff of 16.

The Deputy Director of Registration is a member of the senior leadership team and reports to the Registrar and Director of Act Compliance.

The deputy director is responsible for the development of procedures and guidelines and the implementation of a suite of policies related to admissions and learning management for enrolled members, as mandated by the *Foresters Act*. The deputy director provides direction, advice, and support to registration-related committees, agents, and related sub-committees. This includes maintaining and developing relationships with schools and employer groups. The deputy director supervises and mentors a staff team with support from the registrar.

The successful candidate for this position will possess the following qualifications:

- Undergraduate degree or diploma in science or humanities.
- Ten to fifteen years related experience, relevant to the job duties described.
- Experience leading and supervising staff and committees (both through a direct line authority reporting relationship, and through indirect authority/influence only).
- Ideally a registered member in good standing with the ABCFP.

The successful candidate will also possess the following key competencies:

- Planning, organizing and coordinating: proactively plans, sets priorities and allocates resources to accomplish department goals and deliver the association's mandate.
- Initiative and Insight: identifies current or future problems or opportunities and takes action to address; draws on their experience, knowledge and training to effectively problem solve complex situations.
- Communication: Superior written and oral communication skills including public speaking.
- Interpersonal Skills: Well-developed interpersonal skills, diplomacy skills and an ability to work effectively within a collegial, committee-based environment.

Location:

Headquartered in Vancouver, open to remote-based candidates

Salary Range:

\$80,000 - \$90,000, plus a progressive benefits package

Hours:

This is a full time position

Interested persons should apply in writing or via email, with a cover letter and resume clearly outlining how the qualifications are met.

Cover letter and resume should be sent to the attention of:

Emma Prophet, Registration Assistant

E-mail: eprophet@abcfp.ca

For questions related to the position:

Casey Macaulay, RPF, Registrar and Director of Act Compliance

Email: cmacaulay@abcfp.ca

Application Deadline:

Applications must be submitted by **Monday, January 21, 2019.**

The Association of BC Forest Professionals is responsible for registering and regulating British Columbia's professional foresters and forest technologists. Here in BC, the practice of professional forestry has been regulated since 1947 when foresters first agreed to help protect the public's interest in the province's forests in return for the exclusive right to practise forestry. Today, we are the largest professional forestry association in Canada and the first to include forest technologists.

Job Description

Title: Deputy Director of Registration

Reports to: Registrar and Director of Act Compliance

PRIMARY FUNCTIONS

The deputy director of registration is a member of the senior leadership team, who works in partnership with the registrar to oversee member admissions and registration systems. The deputy director is responsible for the development of procedures and guidelines and the implementation of a suite of policies related to registration and learning management for enrolled members. The deputy director supervises and mentors a staff team with support from the registrar.

GENERAL RESPONSIBILITIES

1. Ensure timely, fair and efficient registration of new members entering the profession.
2. Develop strategic partnerships with association stakeholders.
3. Identify, analyse, manage and resolve emerging and critical issues in the registration department.
4. Deliver on business plan objectives as assigned by the CEO.
5. Carry out special projects assigned by the registrar.

SPECIFIC DUTIES

Admissions & Registration Responsibilities

1. Direct and administer the application, enrolment, registration, and membership processes for professional foresters, registered forest technologists, and associate members.
2. Participate in the development of academic and certification standards for the profession at the national and provincial levels.
3. Analyse and draft policy and procedures specific to the registration department.
4. Develop, implement, and manage, internal processes and procedures to ensure fair and consistent application of registration policies and optimal functioning of the registration department.
5. Oversee the development and maintenance of modules and exams with the learning management system.
6. Review and make determinations on policy-related appeals from members.
7. Oversee processes and policies related to member's change of status, including requirements for reinstatement
8. Provide direction, advice, and support to admissions/registration-related committees, agents, and related sub-committees or task forces as may be established from time to time.
9. Maintain and develop relationships with schools and employer groups as it relates to

- improving association admissions and employer awareness.
10. Represent the association on admissions/registration-related external committees, boards, and symposia.¹
 11. Communicate important trends and concerns to the membership through the association's communication channels.

Other Responsibilities

1. Assist with the preparation for and conduct of Council meetings as required.
2. Assist with the preparation for and conduct of staff and leadership team meetings as required.
3. Assist with and contribute to the development and delivery of Association professional development workshops and seminars as required.
4. Act as the Registrar and Director of Act Compliance during temporary, short term absences.
5. Perform other duties as required.

Education & Experience

- Undergraduate degree or diploma in science or humanities.
- 10 to 15 years related experience relevant to the job duties listed.
- Experience leading and supervising staff and committees (both through a direct line authority reporting relationship, and through indirect authority/influence only).
- Ideally a registered member in good standing with the ABCFP.

Key Competencies

- Planning, organizing and coordinating: proactively plans, sets priorities and allocates resources to accomplish department goals and deliver the association's mandate.
- Initiative and Insight: identifies current or future problems or opportunities and takes action to address; draws on their experience, knowledge and training to effectively problem solve complex situations.
- Communication: Superior written and oral communication skills including public speaking.
- Interpersonal Skills: Well-developed interpersonal skills, diplomacy skills and an ability to work effectively within a collegial, committee-based environment.

Skills, Abilities and Knowledge

- In-depth knowledge of the regulation of a profession, preference for regulatory experience in a forest or natural resources context.
- Ability to manage multiple tasks and adapt to changes in the work environment.
- Ability to work independently, self-motivated.
- Awareness of provincial natural resource policy
- Proficiency with the standard Microsoft Window software applications, and familiarity with video/audio conferencing software tools.

¹ Example of which include: CFAB, CTAB, CFPFA, CIF, Post secondary advisory boards