

## Executive Director Job Description

**Position Type:** Full-Time Permanent (37.5 Hours per week)

**Location:** Remote with limited travel

### Background

The Canadian Alliance of Medical Laboratory Professionals Regulators (CAMLPR) is the network of provincial MLT regulatory authorities in Canada. CAMLPR was incorporated in 2018 and has grown significantly over recent years. CAMLPR is responsible for establishing Canadian Competencies for MLTs, managing the substantial equivalency processes and administering the Entry to Practice Exam.

### Position Overview

The Executive Director provides strategic, operational and financial leadership to enable CAMLPR to be a high-performing organization. Reporting to the Board of Directors, the Executive Director is responsible for the overall functioning of the organization and must be comfortable taking the initiative, working independently, and balancing multiple priorities. The Executive Director will ensure that the operations align with CAMLPR's overall objectives and regulatory frameworks.

### Key Areas of Responsibility

#### Oversight & Strategic Alignment

- Lead the development, implementation, and structure of the substantial equivalence and assessment processes.
- Leading the renewal of physical and intellectual (e.g., competency profiles, exams) capital.
- Ensure the operations adheres to CAMLPR's strategic goals, with consistent alignment across all aspects of the initiative.

#### Regulatory Compliance

- Ensure that all activities comply with the legislative frameworks governing MLT practice in various jurisdictions.
- Oversee regulatory compliance with relevant federal and provincial laws, including adherence to the Canada Not-for-Profit Corporations Act.

#### Stakeholder Engagement

- Cultivate and maintain relationships with regulatory bodies, educational institutions, employers, healthcare organizations, and applicants.

- Coordinate with provincial and territorial regulatory bodies to ensure consistency and alignment in MLT registration processes.

### **Risk Management & Legal Considerations**

- Identify, address, and resolve any legal or regulatory issues related to business implementation, ensuring compliance with corporate and governance structures.

### **Financial Management, Resource Allocation & Reporting**

- Develop and monitor the budget and financial resources, ensuring efficient use of funds and adherence to goals.
- Prepare and present quarterly financial and progress reports to the CAMLPR Board, detailing milestones, challenges, and recommendations.
- Ensure the organization is in compliance with relevant legislation; complete all appropriate filings.
- Provide strategic recommendations on resource allocation, including technology, staffing, and financial resources necessary to meet objectives.
- Identify new sources of funding and write grant proposals, as required.

### **Performance Metrics & Continuous Improvement**

- Develop and implement performance metrics to assess the effectiveness of the organization in achieving its goals.
- Identify opportunities for process improvements in response to healthcare sector changes, regulatory shifts, and the needs of internationally educated MLTs.

### **Operational Oversight**

- Oversee day-to-day operations related to the Flexible Pathways to Registration Enterprise.
- Manage all aspects of human resources, including staff, consultants and subject matter experts.
- Update or oversee updates to the CAMPLR website on a regular basis.

### **Additional Responsibilities**

As the operations evolve, the Executive Director may take on broader management responsibilities within CAMLPR, supporting and developing organizational initiatives and strategies. This includes managing additional human resources required for the Pathways enterprise and handling any additional administrative needs.

### **Qualifications**

#### **Education:**

- An undergraduate or graduate (preferred) degree in Health Administration/Business Administration or a combination of relevant education and experience;
- Certifications in governance, non-profit management, or experience in the professional regulatory sector are an asset.

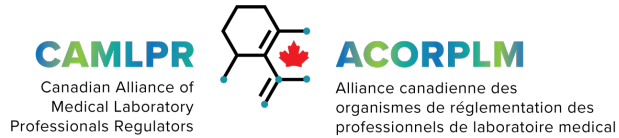
#### **Experience:**

- Minimum of 5 years of progressive relevant organizational management experience.
- Solid knowledge of health professional regulatory frameworks, especially the components of the registration pathways for regulated health professionals.
- Knowledge of governance best practices, and experience working with Boards and committees.
- Budgeting and financial management experience.
- Excellent communication and interpersonal skills.
- Knowledge of relevant legislation applicable to a non-profit.
- Knowledge of current challenges and opportunities relating to the mission of the organization.
- Medical Laboratory Technologist (MLT) registered in a Canadian Province, and in good standing, is a strong asset.
- Strong computer skills.
- Demonstrated commitment to diversity, equity and inclusion.

#### **Skills:**

- Exceptional leadership and stakeholder management skills.
- Strong understanding of the regulatory environment for Medical Laboratory Technologists in Canada.
- Expertise in financial management and reporting.
- Strategic thinker with a problem-solving mindset.
- Ability to navigate complex legal and regulatory landscapes.

**Language Requirement:** Bilingualism (French and English) is a strong asset



### Salary and Benefits

- **Salary:** \$120,000 - \$135,000 per year, negotiable, commensurate with experience and qualifications.
- **Benefits:** Benefits package includes health insurance, retirement plans, and professional development opportunities.

### Application Process

Interested candidates should submit a resume and cover letter outlining their qualifications and experience. Applications can be addressed to John Tzountzouris, Acting Chair, CAMLPR and can be sent to [executiveoffice@cmlto.com](mailto:executiveoffice@cmlto.com) by Wednesday, February 19, 2025.