



Executive Director/Registrar (ED/R)

Edmonton, AB

Salary: TBD

Start Date: ASAP

Closes: Sept. 14, 2018 midnight MST

Job Category: Executive

Job Type: Full time

The College of Medical Laboratory Technologists of Alberta (CMLTA) is the regulatory body for Medical Laboratory Technologists (MLTs) employed in Alberta. The CMLTA protects and serves the public, patients, and our Regulated Members by setting entrance to practice requirements, creating and enforcing a Continuing Competence Program, and instituting a formal process for the adjudication of complaints of unprofessional conduct. Professional regulation is one measure to assure MLTs provide safe, competent, and ethical healthcare services.

In 1999, the Alberta government passed the Health Professions Act (HPA) which collectively brought all self-regulating healthcare professionals in Alberta under one legislative act. The HPA is omnibus legislation which sets out common rules for healthcare professions to self-govern and to establish standards for registration and professional practice requirements, mandatory continuing education, and formal conduct and discipline of Regulated Members. The ED/R is charged with the authority of self-regulation and is also responsible for the management of all aspects of CMLTA operation and services. The ED/R leads the overall strategic direction of the agency and is accountable for human resources, all programs, property, and finances. The ED/R also fulfills the required roles of Complaints Director and Privacy Officer.

The ideal candidate is a trusted and respected leader with experience in

healthcare regulation. A strong understanding of the public and private health care environments, at the policy, political and operational levels is expected. The ideal candidate will have strong planning and organizational skills, and experience with high level management including human resources. The position requires exceptional interpersonal and communications skills.

Please refer to the [Position Description](#) for additional information about the role.

The ED/R reports to and is accountable to CMLTA Council.

**Professional Attributes:**

- A strategic thinker with strong leadership skills
- A minimum of 5 years of experience in progressively senior leadership positions
- Demonstrated track record of financial competency
- Strong experience in and respect for labour relations/human resources and familiarity with Alberta Employment Standards
- Ability to influence and optimize performance and productivity in a team-oriented environment
- Demonstrated ability to set clear priorities, create stakeholder buy-in, delegate, and monitor progress
- Decisive and articulate communicator
- Experience working with a non-profit board
- Experience in a regulatory environment
- Advanced computer skills including a working knowledge of Microsoft Office Suite, QuickBooks (or similar Accounting program), Ceridian Payroll, and website maintenance

**Education:**

- Undergraduate degree
- Business graduate degree considered an asset (e.g. MBA)
- Professional training in Management/Leadership/Financial Management

**To Apply:**

Please apply by emailing your resume along with a one-page cover letter to [president@cmlta.org](mailto:president@cmlta.org) by September 14, 2018 midnight MST. Applications to be submitted online only. No phone calls please. Interviews may begin prior to the closing date.

We thank all applicants for applying, however, only qualified candidates selected for an interview will be contacted.



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