



## College of Chiropractors of Ontario

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Position Profile:	Registrar, College of Chiropractors of Ontario
Job Region:	ON – Metro Toronto Area
Posting Date:	January 28, 2021
Application Deadline:	February 25, 2021

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### Role and Responsibilities – General

The College of Chiropractors of Ontario (“the College”) is established under the *Chiropractic Act, 1991* and the *Regulated Health Professions Act, 1991 (RHPA)* to regulate the practice of chiropractic in the public interest. The College has a duty to ensure the Ontario public has access to safe, effective and ethical care in their dealing with chiropractors and podiatrists. The Registrar is responsible for discharging specific statutory duties as set out in the *RHPA*. The Registrar is appointed by, and reports to, the College’s Council.

The Registrar’s responsibilities fall into six key areas:

1. Regulatory Environment Responsibilities
2. Governance
3. Financial Management
4. Risk Management
5. Human Resources and Staff Leadership
6. Communication and Stakeholder Relations

### Job Candidate Qualifications

The preferred candidate will have:

1. Regulatory Experience/Knowledge/Background - recognized experience in health profession regulation; demonstrated leadership and skills respecting implementation and modification of operational procedures, policy and standards development, and a working knowledge of applicable legislation (*RHPA*) and associated regulations.
2. Strategic Knowledge – awareness of emerging best practices and modern regulatory trends; understanding of enterprise risk management principles; experience in strategic planning, recommendations and execution
3. Managerial Experience - work in a leadership/management/policy role within a regulatory body. Experience in a health profession regulatory College would be an added asset, along with strong communications, with internal and external stakeholders including government agencies, professional associations, members and the public.
4. Education - University degree required in a relevant field such as law, business administration or healthcare with a JD/LLB preferred.

5. Resource Management - experience managing human resources, and all aspects of hiring, performance management, and developing a positive work environment. Developing financial plans, and monitoring budgets. The ability to analyze and interpret financial data is an asset.

If you are innovative, results-driven and passionate, consider applying for this next challenge to lead the College to the next level. The College offers a supportive working environment, with a small, strong team of professionals, located downtown Toronto, with current remote work. The position has a competitive total rewards package.

**INTERESTED CANDIDATES ARE INVITED TO FORWARD A LETTER OF INTEREST AND RESUME TO [info@cocoo.on.ca](mailto:info@cocoo.on.ca)**

**ALL APPLICATIONS WILL BE ACKNOWLEDGED, AND APPLICANTS PROCEEDING TO THE NEXT STAGE OF THE PROCESS WILL BE PERSONALLY CONTACTED. PLEASE INFORM US OF ANY ACCOMMODATION REQUESTS. APPLICATIONS MUST BE RECEIVED NO LATER THAN THE END OF DAY ON FEBRUARY 25, 2021.**