

## Job Profile

<b>Title:</b>	Assistant Registrar
<b>Reports to and Title:</b>	Registrar
<b>Employment Status:</b>	Full time
<b>Direct Reports:</b>	N/A
<b>Date:</b>	August 3, 2022
<b>Closing date:</b>	September 12, 2022
<b>Application address:</b>	Please send cover letter and CV to <a href="mailto:general@pgo.ca">general@pgo.ca</a>

### Summary:

The Assistant Registrar is responsible for assisting with all aspects of the registration and regulations process by ensuring a high level of compliance and best practices. The Assistant Registrar will also provide support to the Registration and Enforcement and Compliance Committees in order to carry out the legislated duties of Professional Geoscientists Ontario (PGO) while ensuring compliance with the Professional Geoscientist Act, 2000. The position is located in the PGO office in downtown Toronto.

### Key Responsibilities and Accountabilities

#### Registration and Applicant Services

- Assists with processing of new applications of potential registrants for PGO
- Reviews and verifies information on applicant documentation
- Verifies academic assessments by reviewing transcripts and verifying credentials as part of the knowledge requirement evaluation process
- Processes and ensures documents, annual fees and dues are received through the registration process via credit card form, cheque or online payments
- Enters and maintains applicant/registrar information in the PGO database
- Tracks applications and communicates with applicants who are missing documents and payments
- Supports the Registrar by organizing and preparing all Registration Committee meetings including meeting date, location and attendees
- Prepare applicants package for review by Registration Committee
- Coordinates with outside agencies where necessary, including for confirmation of exam results
- Produces reports and communicates information concerning data to the Association within established timelines
- Assists with all communication including questions and inquires

- Assists with student outreach and communications with Ontario Universities.

### **Registrant Services and Programs**

- Processes annual renewals
- Assists with processing all communication letters including status of application (pending, approved, denied or deferred)
- Ensures registrants are completing the required Continuing Professional Development (CPD) hours by tracking and auditing the online CPD system
- Assists in the creation of policies and processes
- Initiates and assists with registrant's development and retention programs
- Manages invoices for registrants and process payments
- May also represent the organization at designated events and other industry trade shows

### **Enforcement and Compliance**

- Compiles and coordinate non-compliance and compliance document for distribution
- Assists with enforcement & compliance process and procedures to fulfil Association's legislated mandate
- Organizes presentations to Board of Directors or stakeholders in order to assist with adherence to regulation
- Researches and investigates potential non-compliance through a variety of media, contact with other associations/ societies, etc.
- Maintains detailed information into compliance database and files
- Liaises with the Registrar on reporting status of non-compliance issues
- Ensures the Registration, Complaints, Discipline and Enforcement & Compliance processes are efficient in accordance with regulation and documented procedures

*Provides administrative support to the following Committees:*

- Registration Committee
- Enforcement and Compliance Committee

*Other duties within the scope, spirit and purpose of the job, as requested by management.*

### **Qualifications, Experience and Technical Competencies:**

**Education:** A University Geoscience Degree is required, with the P.Geo. designation. Experience in Public Administration, Business Administration or a relevant discipline would be an asset. Environmental specialisation preferred.

**Experience:** A minimum of five to ten (5-10) years of relevant work experience is required. Experience with databases, regulatory authorities and government is as asset.

#### **Skills, Knowledge and Abilities:**

- Microsoft Office (Word, Excel and PowerPoint) and Adobe Acrobat and MPower database
- Effective Communication Strategies and Tactics (listening, verbal, written and presentations)
- Organizational skills
- Ability to Multitask
- Excellent time management skills
- Proven analytical skills
- Problem Solving skills

<b>Core Competencies:</b>	
<b>Integrity</b>	Committed to high quality work and/or service; is ethical; deals with others in a straightforward manner; is truthful and honest; is accountable for actions, maintains confidentiality, supports company values, doesn't misrepresent themselves for personal gain; strives to improve the Environment.
<b>Partnerships (Internal and External)</b>	(Internal and External): Dedicated to meeting the expectations and requirements of employees, customers and/or clients; establishes and maintains effective relationships; gains others trust and respect; builds confidence; is committed to increasing satisfaction; solicits opinions and ideas from others.
<b>Team Building</b>	Meets team deadlines and responsibilities; honors commitments; helps other employees meet their goals, has the support of peers; promotes a positive team atmosphere; works cooperatively and collaboratively with others across the organization; is approachable.
<b>Judgement/Decision Making</b>	Has good judgement, gathers information in order to make a decision; makes timely decisions; recognizes problems and responds with solutions, escalates when necessary; can sort through complex issues; seeks input from others, uses consensus when possible.
<b>Project Management</b>	Can coordinate projects, monitors and progresses project, manages multiple tasks or projects; establishes goals, milestones, and procedures, defines roles and responsibilities, acquires project resources, aligns plans with company goals.
<b>Communication</b>	Is good at listening; effectively communicates both verbally and in writing; shares information with others, can deliver informative and concise presentations; delivers timely communication with stakeholders.
<b>Innovation</b>	Is creative; a quick learner; embraces and is open to new ideas, challenges the status quo; encourages innovation; takes risks when appropriate; supports and adapts to change; welcomes feedback; continuously looks for ways to improve; recognizes problems and provides solutions; keeps knowledge and skills up-to-date; is committed to excellence; always looks for ways to reduce costs.