



The College of Physicians and Surgeons of Saskatchewan (CPSS) is looking for a **Director Registration Services** to lead our registration services team.

### **The Opportunity**

Reporting to the Registrar, the Director Registration Services is responsible for developing and implementing integrated solutions focused on the delivery of all services related to physician registration (licensing, registration, assessment, supervision and education).

### **Key Responsibilities**

- Direct the activities of the registration services department, ensuring compliance with established strategic direction, policy, legal and funding requirements.
- Provide timely and helpful administrative and technical direction to employees in a manner that builds capacity and supports performance outcomes.
- Lead the implementation of the registration delivery framework ensuring all employees are cross trained in different functional areas of the department.
- Develop and maintain business analytics to review, design and implement department processes ensuring continuous improvement of the service delivery model.
- Audit datasets on a regular basis for consistency, completeness and accuracy to ensure data integrity.
- Work closely with IT to identify technological options to automate manual processes and continue the evolution of the tools/programs.
- Lead the development and implementation of standards and protocols of assessment for all activities within the department.
- Maintain an understanding of relevant developments related to physician registration to ensure that the organization is informed and aware of emerging trends and directions.
- Participate in periodic reviews and revisions of CPSS bylaws regarding registration services and standards.
- Support the Registrar in ensuring the CPSS and its Council are effective, efficient and innovative in addressing all requirements related to physician registration services.
- Work in collaboration with senior leadership across the organization to achieve organizational goals.
- Provide specific and actionable advice and guidance on registration requirements.
- Establish annual and long-term department goals and operations plans linked to CPSS strategic direction.

## **What you have**

- A relevant bachelor's degree
- 10+ years progressive experience in a regulatory environment, preferably in a health care sector.
- At least 5 years in a leadership role with hands-on experience supervising employees.
- Demonstrate outstanding judgement grounded in the rules and regulations governing registration.
- Experience in effectively assessing, selecting, developing, motivating and leading employees.
- Experience using a variety of analytical tools and techniques to evaluate business processes, identify areas for improvement, analyze risks and develop solutions.
- Experience managing all aspects of a project including formulation, planning, communication, implementation and delivery.
- Strong organizational skills including an aptitude for systems thinking and the ability to create internal systems for processing information.
- Ability to problem solve, assess the impact of a proposed solution, and implement what's best for the organization overall.
- Outstanding written and verbal communication skills with proven ability to communicate effectively with all levels of an organization.
- Strong emotional intelligence and maturity and thrive on initiating, building and encouraging strong authentic relationships inside and outside the department.
- Ability to manage competing priorities and prioritize based on the needs of the organization.

## **About CPSS**

The College of Physicians and Surgeons of Saskatchewan exists to serve the public by regulating the practice of medicine and guiding the profession to achieve the highest standards of care. CPSS is a statutory, professionally-led regulatory body established by legislation of the Government of Saskatchewan and charged with the responsibility of licensing properly qualified medical practitioners; developing and ensuring the standards of practice in all fields of medicine; and investigating and disciplining of all doctors whose standards of medical care, ethical or professional conduct are questioned.

We offer an excellent compensation package with a focus on your health, wealth, career and life including:

- Competitive salary
- Excellent pension plan
- Comprehensive benefit package that includes health and dental plan, life insurance, short-term and long-term disability benefits and annual health and wellness allowance

- Generous leave provisions including vacation days, sick days, personal obligation days
- Free on-site gym and ample electrified parking
- Development opportunities