



Who We Are

With great respect, we acknowledge that the College of Pharmacists of BC (CPBC) is located on the unceded territories of the hən̓q̓əmi̓n̓əm speaking peoples – x̱w̱məθḵw̱əy̱əm (Musqueam Nation), seíílwiṯulh (Tsleil-Waututh Nation), and the S̱ḵw̱x̱w̱ú7mesh-ulh Sníchim speaking peoples - S̱ḵw̱x̱w̱ú7mesh Úxwumixw (Squamish Nation) whose historical relationships with the land continue to this day. As a health regulator, our responsibility is to protect the health and safety of individuals accessing pharmacy care by licensing and regulating pharmacists, pharmacy technicians and the pharmacies where they practice in order to ensure they deliver qualified, safe, and ethical care.

Having embarked on a collective journey with health regulators in BC towards creating safer spaces for Indigenous partnerships, CPBC is focused on developing and enabling alternative dispute resolution mechanisms to uphold the legal plurality that exists between Westernized systems and traditional Indigenous methodologies.

CPBC is committed to addressing Indigenous-specific racism and other forms of discrimination both in healthcare and within regulatory structures. We believe in integrity, transparency, and relational partnerships. As part of this team, you can expect to be treated with dignity and respect. CPBC staff contribute to a positive work-life balance and personal health and wellness through their commitment to voluntary interest committees aimed at promoting cultural safety, equity, and social and environmental initiatives.

Our Values

Accountability

- *We value the importance of our work and take responsibility for our decisions, words and actions.*

Integrity

- *We act ethically, honestly and in good faith.*

Indigenous Cultural Safety and Humility

- *We help to ensure that Indigenous Peoples have access to a culturally safe healthcare system, free from Indigenous-specific racism.*

Respect

- *We value the feelings, culture and preferences of others and recognize that they are as important as our own.*

Our Diversity, Equity and Inclusion Commitment

CPBC is committed to helping our health system become culturally safe and free from Indigenous-specific racism. As recognized in our updated Strategic Plan and the [In Plain Sight](#) report, and acknowledged as a gap in our staff complement at CPBC, we are very interested in recruiting Indigenous individuals and encourage them to apply.

We are committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion. CPBC seeks to attract, retain, and develop a qualified, capable, and diverse workforce that that is reflective of all our communities. We are committed to employment equity by ensuring all human resource practices comply with the provisions of the Human Rights Code, address unintentional bias and are impartial, fair and honest. CPBC also fosters a welcoming, inclusive, and respectful environment where ongoing diversity, equity and inclusion learning and training are offered; cultural and social awareness are provided; and religious observances are acknowledged.

About the Role

CPBC is looking for a leader with experience in regulation and/or policy development to take on a permanent full-time role of **Director of Registration and Licensure**. The successful candidate will have over 7 years of experience in licensing, admissions, and/or professional regulation management in a leadership/management role. The Director has a strong understanding of the role of regulation within health professions and legislative frameworks governing regulation.

The Director of Registration and Licensure leads and manages the Registration and Licensure departments, interfaces with applicable committees and panels associated with registration and licensure processes and manages the registration and licensure quality assurance within CPBC and for the profession.

Essential Responsibilities

- Leads the Registration and Licensure department, including developing project plans, planning organizational and project resources, setting priorities, developing processes and policies, monitoring progress to ensure outcomes meet professional standards, overseeing departmental budget and resource allocation, and taking required actions to ensure timelines are met.
- Leads and manages the teams responsible for Registration and Licensure, sets performance goals and measures, monitors and manages overall performance of the team, and takes corrective action where necessary.
- Communicates and shares information, knowledge, and expertise related to department and projects internally and externally as required, including presenting updates to the Board, communicating changes to partners, and acting as the spokesperson for CPBC when requested by the Registrar.
- Interfaces with applicable committees and panels to facilitate and support committee meetings and outcomes associated with registration and licensure processes.
- Oversees the tracking of registration and licensure data and ensures the integrity of the data.
- Manages registration and licensure quality assurance within CPBC and for the profession.
- Stays current on industry developments and informs CPBC as required.
- Provides input to national assessment organizations and is involved in decision making related to assessment content and requirements; communicates proposed changes by the assessment organizations to the Board and is involved in decision making at the Board level.
- Works with national bodies to establish a base-level of consistency of practice standards across the country.

Qualifications, Skills and Knowledge

- Bachelor's degree in business or operations management or a related field
- Over 7 years of experience in licensing, admissions, and/or professional regulation management in a leadership/management role (or an equivalent combination of education and experience)
- Experience in regulation and/or policy development with a strategic impact, progressive management, collaborative relationship building, and innovative process improvement skill set
- Experience working in a regulatory/professional organization an asset
- Anti-racism and/or diversity, equity and inclusion training or equivalent self-directed training
- Indigenous Cultural Safety training or equivalent experiential learning
- Strong understanding of the role of regulation within health professions and legislative frameworks governing regulation.
- Broad fundamental understanding of the profession of pharmacy and of the educational and practice requirements.
- Knowledge of pharmacy legislation, code of ethics, and standards of practice is an asset
- Understanding of various elements of the health care system and pharmacy practice is an asset

Qualifications, Skills and Knowledge (*Cont'd*)

- Background in developing and maintaining excellence of process, service and business decisions
- Strong written and verbal communication skills, including demonstrated proficiency in delivering presentations to external stakeholders
- Strong problem-solving and analytical skills, including demonstrated proficiency in recommending solutions
- Demonstrated knowledge of how to apply appropriate techniques to facilitate effective change management
- Digital acumen with an understanding of adopting or using appropriate technologies, databases, and platforms
- Strong leadership skills with an ability to build and retain a high performing team
- Strong engagement abilities with a commitment to developing an effective and dynamic organizational culture
- Ability to cultivate engaged and supportive working partnerships
- Emotional intelligence with an ability to be understanding and manage own emotions
- Ability to maintain objectivity and fairness
- Ability to be approachable and actively listen
- Ability to be tactful when dealing with diverse groups of people with different personalities
- High level of integrity, diplomacy and discretion when working with confidential and/or sensitive information
- Ability to use a common-sense approach and demonstrate sound judgement
- Ability to deliver results under pressure
- Commitment to continual learning and a drive for intellectual curiosity to innovate and improve

Salary

The salary range for this position is \$126,000 to \$155,000 annually based on a 35-hour work week. The starting salary will be determined based on factors such as the successful candidate's job-related knowledge, skills, experience; salaries of other employees in the same salary range; market conditions and other relevant factors.

We provide a competitive compensation; an attractive paid time off package that gives annual vacation, personal days, and additional days off during the year-end office closure; and extended benefits that include a defined benefit plan with the Municipal Pension Plan. We provide a flexible work environment that includes a hybrid work model with an assigned schedule. We offer opportunities for personal and professional growth; provide flexibility; strive for work-life balance; and provide an excellent and dynamic work environment where innovation, teamwork and creativity are highly valued.

How to Apply

CPBC supports and offers accommodation for applicants with disabilities to take part in the selection process. Please let us know if an accommodation is required when you are contacted about an interview and/or assessment. All information in relation to accommodation is kept confidential.

Please submit a cover letter and resume to hr@bcpharmacists.org by end of day **Monday, February 24, 2025**. This opportunity will remain posted until filled; however, priority consideration will be given to those who apply by the deadline. References, education and professional credential verifications, and a criminal record check may be required for all final candidates.

**Please note that applications will not be kept on file and only applicants selected for an interview will be contacted.*