

## Position Profile

# EXECUTIVE DIRECTOR

Reports to: Board of Directors

Date: April 2022

## ABOUT THE MANITOBA ALLIANCE OF HEALTH REGULATORY COLLEGES

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### Seeking an opportunity to build an organization?

The Manitoba Alliance of Health Regulatory Colleges (the Alliance) is a developing corporation aimed to facilitate collective and collaborative action regarding professional regulation, the Regulated Health Professions Act (RHPA), or other issues that may impact regulation. The ultimate vision of the collective is to promote and advance the regulation of the health professions in Manitoba, in the public interest.

The Alliance is a group of 21 health regulatory colleges with the same mandate — “to regulate our respective professions in the public interest.” The Alliance and its member colleges will work together to enhance public protection, advance healthcare regulation, and provide direction, expertise, and leadership on health and related public policy.

Manitoba's health regulators have been working together in some fashion or another since the 1990s. Initially, this was in response to the introduction of new legislation or regulatory reform initiatives that would impact all regulated health professions. The proclamation of The Regulated Health Profession Act in 2010 created a common regulatory structure and framework for all regulated health professions in Manitoba and provided opportunities for collective conversations, coordinated responses and greater collaboration amongst Manitoba's health regulators. In 2013, the Alliance took its first steps towards formalization becoming the Manitoba Alliance of Health Regulatory Colleges (MAHRC) and adopting terms of reference that would provide structure and clarity to the organization's purpose.

With a mission to advance best practices in health regulation in Manitoba by educating the public, our members, and each other, to promote interprofessional collaboration and facilitate communication with government and other stakeholders, the Alliance is taking the next steps in its formalization. These steps include incorporating the organization, developing the by-laws, establishing the board of directors and hiring its first Executive Director.

## ABOUT THE EXECUTIVE DIRECTOR POSITION

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The Executive Director will provide visionary leadership of this new organization by working closely with the Board of Directors to establish the Alliance as a formal organization for health profession regulatory colleges in Manitoba to bring and share information and best practices. The Executive Director is responsible for the strategic and operational leadership of MAHRC. The Executive Director establishes, nurtures, and maintains relationships with all stakeholders and partners, and ensures the achievement of business objectives, financial controls, and monitors

performance measures for the organization. The Executive Director will balance responsibilities in a multi-faceted environment and be thoroughly committed to the Alliance's mission and vision. The Executive Director serves as an ex-officio member of the Board of Directors, without voting power.

The successful candidate for this position will establish the structure, systems, by-laws, processes, and procedures for the effective and efficient operations of the organization. They will engage members and stakeholders in discussion and dialogue to thoroughly understand the environment, major issues, impacts, policy and system changes, and the needs of the professions. The successful candidate will develop and nurture positive working relationships with governments, partner organizations, members, and potential members as well as the general public. The individual will effectively lead the organization through strong financial, human resource, and communications management.

The Executive Director is required to work in a virtual office environment and at 0.8 full-time equivalent.

Candidates inspired by the opportunity of developing and leading an organization in its start-up phase and who have the leadership ability to create an environment conducive to excellence and results achievement will want to explore this rare opportunity.

## **LEADERSHIP ACCOUNTABILITIES**

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### **Accountability 1: Strategic and Operational Planning**

- Provide leadership in formulating the vision, direction, goals, and objectives of the organization and ensure they are aligned with the public interest
- Working closely with the Board of Directors, review and update the Strategic Plan, at a frequency determined by the Board
- Develop and implement an Operational Plan that aligns with the Strategic Business Plan
- Track progress and report on meeting-specific goals, objectives, and targets identified in the Strategic Business Plan, and make recommendations to the Board as required
- Develop policies and by-laws and operational processes and procedures
- Develop and implement processes and practices through research, discussion, and decision-making to ensure the Alliance is knowledgeable about external environmental changes that may impact the professions
- Develop and implement processes and practices to ensure a current and accurate awareness of initiatives, events, actions, and developments that may affect the Alliance
- Create strategies to position the organization for the future by anticipating and acting on trends
- Translate the strategic plan into specific actions and communicate objectives to all appropriate stakeholders

### **Accountability 2: Financial, and Organizational Leadership**

- Manage the financial day-to-day accounting and finance requirements
- Prepare quarterly financial reports and provide support for the annual financial audit
- Assume overall accountability for operating budgets, financial reporting, and annual budgets

- Establish processes and procedures to collect and analyze relevant data and information to inform decision-making regarding policy, program, and service delivery initiatives
- Develop and embed in daily operations, risk management practices that support innovation while mitigating risk
- Monitor the performance of the organization to ensure adherence to the Board direction, established budgets, objectives and mandates, and performance expectations
- Ensure regular reviews of performance against the goals of the organization are completed and provide clear monthly, quarterly, annual, and ad hoc reports to the Board and membership

### **Accountability 3: Member Engagement, Stakeholder Relationship Management and Public Relations**

- Maintain an awareness of the health care landscape in Manitoba to identify potential and developing needs of the professions
- Communicate the activities, actions, and results of the Alliance to ensure the membership is informed
- Develop and sustain effective relationships with the provincial government, ensuring positive two-way sharing of information
- Establish multi-faceted communication strategies and channels to ensure internal and external stakeholders, including the general public, are aware of the mandate of the Alliance and its work as well as the important role health professions play in the health care system
- Develop effective partnerships with educational institutions, community agencies, and similar associations to assist in achieving common goals
- Develop and deliver powerful and informative presentations about the Alliance and its work
- Represent the Alliance at official and/or community functions

### **Accountability 4: Board of Directors Support**

- Provide and distribute written updates for the Board between meetings
- Provide support for membership services and work with the Board to develop new initiatives
- Attend all regular Board meetings and Annual General Meetings
- Oversight and management of membership lists, external and internal member websites, and intellectual property
- Preparation of the Annual Report for submission to the membership
- Act in the role of MAHRC Privacy Officer and manage accessibility obligations under the Accessibility for Manitobans Act
- Coordinate Alliance nominations and election processes
- Serve as the designate of the Alliance as an organizational lobbyist and complete all filings in compliance with appropriate Acts
- Advise and assist the Board in the development of policies, strategic goals and objectives, programs, services, and new initiatives in response to identified needs as well as provide current information about a changing environmental landscape

- Ensure formal written documentation including reports, background information, and briefing materials are prepared and presented to the Board as required to support decisions and the development of policy and direction as well as to ensure the Board is appropriately informed of progress
- Implement the by-laws, standards, policies, and strategy set by the Board

## THE EXPERIENCE AND COMPETENCY REQUIREMENTS

The Executive Director is responsible for the establishment and vitality of the Alliance and requires strong leadership skills and the ability to develop and maintain an environment aligned with the organization’s key values. The Board of Directors will rely on the knowledge, skills, and abilities of the individual in the role. Candidates must meet the experience requirements and be able to demonstrate several leadership and technical competencies.

The successful candidate for this position will have an advanced degree in a related field complemented by a minimum of 5-7 years of senior leadership experience, preferably in a regulated environment. An equivalent combination of education and experience will be considered. The individual will have a strong understanding of the role of regulation within healthcare professions, legislative frameworks, and governing regulation with a track record of working effectively with boards or governing bodies to develop and implement policy. The successful candidate will have excellent oral, written, and presentation communication skills and extensive experience facilitating discussion and consultation with stakeholders who have competing interests to resolve issues and make decisions. Experience in creating and building an organization and/or program will be considered an asset.

### Competency Requirements

<p><b>INTEGRITY</b></p>	<ul style="list-style-type: none"> <li>• Keeps the greater good of the Alliance in mind at all times</li> <li>• Makes principle-centred decisions</li> <li>• Assumes responsibility, accountability and follows through when making commitments</li> <li>• Demonstrates sincerity, honesty, respect, empathy, and adherence to the standards and values of the Alliance</li> <li>• Maintains composure and perspective in difficult situations</li> <li>• Able to maintain confidential information and use discretion in all interactions</li> <li>• Advances the interests of the public in all policies, processes, and practices</li> </ul>
<p><b>VISIONARY LEADERSHIP</b></p>	<ul style="list-style-type: none"> <li>• Has broad knowledge and perspectives</li> <li>• Establishes a shared vision and common goals and creates the environment where the organization can achieve them</li> <li>• Adopts a long-term view of organizational strengths, weaknesses, opportunities, and risks in a changing operational environment</li> <li>• Clearly articulates a practical vision for the future, a credible case for change/enhancement, and influences and inspires others to work as part of a team toward that vision</li> </ul>

	<ul style="list-style-type: none"> <li>• Promotes the profession to individuals and the general public</li> <li>• Promotes cooperation, collaboration, and partnerships between individuals or groups both within and outside of the Alliance, ensuring everyone understands each other's roles, responsibilities, and contributions</li> <li>• Identifies critical issues that will have an impact on the organization</li> </ul>
<p><b>EFFECTIVE ORAL, WRITTEN AND PRESENTATION SKILLS</b></p>	<ul style="list-style-type: none"> <li>• Defines the principles and framework of effective organizational communication</li> <li>• Actively listens to messages being communicated by stakeholders</li> <li>• Articulates complex ideas in a clearly understandable way</li> <li>• Creates and conducts powerful presentations to small and large groups</li> <li>• Develops well-constructed documents and reports</li> <li>• Provides sound, credible and thorough information to the Board and ensures the Board is appropriately informed of issues</li> <li>• Effectively facilitates meetings and discussions to assist participants in reaching shared decisions and fostering positive relationships</li> </ul>
<p><b>EXCELLENT JUDGMENT</b></p>	<ul style="list-style-type: none"> <li>• Efficiently and effectively perceives and assesses situations</li> <li>• Understands when decisions require input and when they do not</li> <li>• Asks the right questions to get the information needed</li> <li>• Draws sound conclusions and recommends changes in policies and practices as required</li> <li>• Generates options with an analysis of pros and cons as well as identified impacts</li> <li>• Identifies the impacts and risks associated with decisions and takes appropriate risks</li> <li>• Influences decisions that challenge the status quo and provoke growth and positive development in the organization</li> <li>• Takes responsibility for difficult decisions</li> <li>• Ensures the Board is appropriately informed of issues</li> <li>• Defines decision-making model(s) / principles / criteria for others</li> <li>• Utilizes objective, factual and valid information from a variety of sources to make informed decisions, understand the potential impacts, and keep all relevant parties informed</li> </ul>
<p><b>POLITICAL ACUMEN</b></p>	<ul style="list-style-type: none"> <li>• Understands complex political situations and determines effective strategies to maximize opportunity and minimize risk</li> <li>• Understands and respects the role of all parties and how they might work together</li> </ul>

	<ul style="list-style-type: none"> <li>• Understands the culture and environment of municipal, provincial and federal governments and translates that understanding to determine how this may impact the College and its members</li> <li>• Gains and effectively uses knowledge of formal and informal political, social, and organizational structures and relationships to achieve positive change</li> </ul>
<p><b>RESULTS ORIENTATION</b></p>	<ul style="list-style-type: none"> <li>• Incorporates the needs of members and stakeholders when setting standards, strategies, and organizational direction</li> <li>• Sets goals and priorities that maximize the use of resources available to consistently deliver results based on Board direction and stakeholder expectations</li> <li>• Driven to meet a high standard of performance</li> <li>• Monitors progress towards a goal, anticipates problems and makes adjustments when necessary</li> </ul>
<p><b>FINANCIAL ACUMEN</b></p>	<ul style="list-style-type: none"> <li>• Understands the financial model of the organization and the elements that impact the model and financial performance</li> <li>• Implements strong budgeting, financial reporting, and monitoring processes</li> <li>• Implements a risk-based approach to financial management and ensures appropriate policies are in place</li> </ul>