



OPPORTUNITY PROFILE

Director, Registration



ASSOCIATION OF PROFESSIONAL ENGINEERS AND GEOSCIENTISTS OF ALBERTA

Created on April 10, 1920, the Association of Professional Engineers and Geoscientists of Alberta (APEGA) regulates the [practices of engineering and geoscience](#) in Alberta on behalf of the Government of Alberta through the *Engineering and Geoscience Professions Act*.

We are the largest regulator of self-regulated professionals in Western Canada. Our registrants work in diverse industries, contributing significantly to Alberta's economic success and enhancing the quality of life Albertans enjoy.

Our main regulatory function is licensing individuals and companies that want to practise engineering and geoscience in Alberta. Applicants and companies that meet APEGA's standards for ethical, professional, and technical competency earn the [right to practise and use reserved titles and designations](#).

APEGA professionals and permit holders—companies and other organizations that practise engineering, geoscience, or both—have a shared commitment to public safety and well-being through the self-regulation of the professions. Serving the public interest is our privilege and our responsibility.

APEGA also takes part in the national conversation on engineering and geoscience issues through our involvement with [Engineers Canada](#) and [Geoscientists Canada](#).

Vision Statement: *Driving Alberta forward with courage and innovation.*

Mission Statement: *APEGA safeguards the public welfare of Albertans by proactively regulating the practices of engineering and geoscience.*

Learn more here: www.apega.ca

THE OPPORTUNITY

Reporting to the Deputy Registrar & Chief Regulatory Officer, the Director, Registration is responsible for the strategic leadership and direction of APEGA's largest Regulatory function, Registration. Leading a team of over 34 professionals, this position is responsible for the oversight, planning and execution of the process for applicants to register to become a professional member in engineering or geoscience in the province of Alberta. Responsibilities also include oversight of processes for other types of registration and enrollment categories with APEGA, such as Professional Licensees and Members-in-Training. This includes ensuring the effectiveness, efficiency, credibility and viability of APEGA's Registration function through ongoing evaluation, modification and development of robust registration practices and procedures that protect the public and are fair, defensible and consistent for applicants.

The Director, Registration ensures that the Registration department fulfils statutory obligations in accordance with the Engineering and Geosciences Professions Act, the associated Regulations and Bylaws and other related legislation, including the Fair Registration Practices Act, Labour Mobility Act, Personal Information Protection Act and the Interpretations Act and other policies and procedures, as outlined by APEGA Council and the Board of Examiners. This position provides direction and makes continuous improvements by developing policies and procedures consistent with APEGA's overall strategic direction and statutory obligations.

This position plays a senior leadership role in maintaining the overall effectiveness and efficiency of the Registration processes, by directly engaging with the Registration Committee and the Registration Executive Committee, collectively known as the Board of Examiners.

KEY ROLES & RESPONSIBILITIES

Provide senior-level advice to the Chief Regulatory Officer, Registrar & Chief Executive Officer and Council on the strategic direction of the registration program through environmental scanning, policy interpretation, issues management and oversight of the Registration department and its mandate by:

- Providing advice and guidance to the Chief Regulatory Officer, Registrar & Chief Executive Officer, APEGA Council, and key stakeholders as the subject matter expert for the Registration function, including the interpretation of statutes, policies, and processes, as it relates to Registration with the ultimate responsibility for ensuring a credible and defensible process.
- Monitoring legislation developments, priorities, and regulatory trends to provide strategic recommendations to APEGA's Executive Team on impacts and opportunities related to the Registration function.
- Providing leadership and direction to the Registration Committee and the Registration Executive Committee, collectively known as the Board of Examiners, ensuring efforts, policies, and processes are effective, efficient, and reflective of APEGA's core values and best practices, to protect the public and ensure a fair and defensible process for applicants.
- Engaging with local and national key stakeholders on concerns relating to the Registration function at APEGA, including acting as the APEGA representative with national professional organizations, such as the National Admissions Officials Group, Canadian Engineering Qualifications Board, and Canadian Engineering Accreditation Board. This includes influencing national initiatives, ensuring they reflect APEGA's core values and desired direction with a key goal of harmonization of Registration processes across Canadian jurisdictions.
- Proactively developing and recommending broad engagement strategies with appropriate stakeholders to ensure the strengthening of professional regulatory licensing.

Oversee the implementation of the strategic direction at the department level through robust operational planning and execution, policy development, goal setting and financial and human resource management for registrations (including individual member applications, permit holders and reinstatements) by:

- Oversight of operational planning and implementation including financial (\$3.5 million budget) and human resource leadership and direction, and program execution. This role ensures services are provided professionally, effectively, and in a timely manner, and that systems and resources are in place that assist applicants through the registration process.
- Ongoing development and continuous improvement and monitoring of all Registration services, policies, procedures, standards, and best practices to ensure a compliant, credible and defensible process resulting in ethical and well-informed registration decisions. This includes oversight of any change management initiatives and ensuring department staff and volunteers are well-informed, trained and educated on the latter. Recent examples include the adoption of a risk-based model for applications, set up and utilization of an Executive Committee for the Board of Examiners, implementation and optimization of a competency-based assessment system, and process efficiency improvements to meet the requirements of the Fair Registration Practices Act.
- Provide leadership and communication with the Registration department leadership team which consists of supervisors, managers, and directors. Provide oversight and direction in Registration systems and information, ensuring proper internal controls, tools, and processes are in place to mitigate reputational, financial, and operational risk.

- Initiate and/or oversee key projects that align with the department's strategic objectives.
- Foster collaboration with the Board of Examiners to achieve alignment with APEGA's priorities and core values, and to ensure optimal use of volunteer and staff resources.
- Oversee or directly deal with escalated cases or issues that arise with applicants or other stakeholders.
- Ensuring the Registration team is building constructive and collaborative relationships internal to the department and the organization, and with external key stakeholders for the purpose of educating others and facilitating effective and efficient delivery of the registration process.
- Influencing and acting as an expert resource and the APEGA Registrar & Chief Executive Officer statutory designate at all committee meetings of the Registration Executive Committee, the Registration Committee and the Board of Examiners, on registration issues/process, sharing past precedents and providing policy/legislative interpretation etc., and/or recent developments so the committees are in the best possible position to make sound decisions.
- Acting as a representative for APEGA, the Registration department, and the Board of Examiners regarding Registration appeals, Human Rights Commission complaints, and other legal or administrative challenges as it relates to the Registration function.

THE PERSON

The ideal candidate will be a Professional Engineer or Geoscientist registered with APEGA or be eligible for membership with APEGA. Other education and experience may be considered. The individual will have relevant senior management and leadership experience in a complex, highly regulated, and multi-stakeholder environment. Ideally, the individual will have significant experience in broad areas of engineering and/or geoscience, including strategic and operational oversight with a strong track record of success leading teams, projects, and budgets.

The individual will have demonstrated experience in leading, planning, and issues resolution and the ability to influence and engage with significant stakeholder groups (boards, committees, sister organizations, and government agencies) on regulatory processes or environments. A solid foundation working with electronic database systems is seen as a strong asset.

The candidate will preferably have a solid understanding of the Engineering and Geosciences Professions Act, Regulations, and Bylaws, Fair Registration Practices Act, Labour Mobility Act, APEGA Registration processes and statutory obligations including a thorough understanding of a wide variety of education and experience requirements of professional engineers and geoscientists. Equivalent experience working with other regulatory acts and bylaws will be considered.

The successful candidate will have a sound understanding of leadership approaches to build trust, credibility, and engagement to influence and guide staff and volunteers to achieve the organization's goals.

They will have a good appreciation of governance best practices to collaborate effectively with boards and committees.

The new Director will have sound in-depth knowledge of project management approaches, tools, and phases of a project lifecycle. The candidate will also have in-depth knowledge of planning, regulatory program development, budgeting, and risk management.

Skills/Abilities

- Strategic and business planning and organizational skills.
- Ability to set direction/objectives and align individual/departmental objectives with the organization and influence external organizations with APEGA's objectives.

- Extensive leadership and human relations skills in leading and developing large teams of staff and professionals across diverse functional areas including technical specialists, senior and executive management, boards and committees and other provincial bodies.
- Ability to effectively communicate the mission and vision of APEGA and serve as a role model to create and foster a culture of integrity throughout the organization.
- Demonstrated ability to be a leader of change and possesses knowledge of change management principles and methodologies.
- Superior communicator and conflict resolution and decision-making abilities.
- Ability to lead and influence broad groups of stakeholders – some without positional leadership to achieve objectives.
- Ability to empathize with broad/diverse groups of stakeholders.

COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. Further details will be discussed in a personal interview.

TO APPLY

For more details or to further explore this important strategic leadership opportunity, please contact:

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To apply, please submit a Cover Letter and Resume directly to edmonton@leadersinternational.com outlining your interest, qualifications and experience.