



College of Respiratory
Therapists of Ontario

Ordre des thérapeutes
respiratoires de l'Ontario

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Registrar & CEO Job Description

About the Organization

The College of Respiratory Therapists of Ontario (CRTO) is dedicated to ensuring that Respiratory Therapy services, provided to the public by its Members, are delivered in a safe and ethical manner. The CRTO achieves this through responsible self-regulation, guiding the profession in areas such as: entry to practice requirements, standards of practice and quality assurance.

The CRTO invites applications for the position of Registrar. The Registrar is the Chief Executive Officer reporting to a governing Council comprised of public members and Ontario Registered Respiratory Therapists.

Registrar and CEO

The ideal candidate is an influential leader who has exceptional abilities in Council and member relations as well as operational excellence. A leader with a proven track record of building relationships with Council and key stakeholders while advancing organizational interests.

The Registrar will provide visionary leadership and champion, model, and mentor the CRTO's Mission, Vision and Strategic Initiatives in your interactions with Council, the public, government, professional members, and stakeholders while advancing the public interest and the profession.

Key Accountabilities:

- Fulfill the statutory responsibilities of the CRTO and position of Registrar CEO, in accordance with the Regulated Health Professions Act (RHPA), the Respiratory Therapy Act, the Regulations, By-laws, and the Policies and Procedures of the CRTO.
- Oversee the development and implementation of new and amended statutes, regulations, by-laws, and policies as required
- Act as an ex-officio member of all committees, attend all Council meetings and committee meetings as required.
- Provide advice and support to the Council and its committees, including guidance on the mandate and roles of Council and its committees.



- Ensure the collaborative creation, implementation and revisions when required, of the vision, mission, and strategic initiatives of the CRTO.
- Act as a liaison between the Council and CRTO staff, including delegating staffs' role in working with the Council and its committees as well as ensuring effective communication between Council, committees, and staff.
- Act as the primary representative and spokesperson for the CRTO.
- Develop and maintain relationships and strategic alliances with government and other organizations to raise awareness of the CRTO and ensure respiratory therapy is included in the consultation and decision-making process related to health care issues.
- Act as the steward of the financial operations of the CRTO. This includes but is not limited to: a) oversight of all aspects of the CRTO's financial affairs; b) maintenance of a complete and accurate record of all CRTO financial affairs; c) preparation of the CRTO's annual operating budget and financial statements; d) working in collaboration with financial professionals (advisors, accountants, auditors etc.) to support and enable the financial health of the CRTO; and e) presentation of the CRTOs financials on an ongoing basis to the Executive Committee for review.
- Ensure the human resource needs of the CRTO are efficiently and effectively managed. This includes but is not limited to: a) hiring, contract negotiations and determining scope of work/role; b) CRTO staff oversight; c) staff evaluation and remediation as required; d) creation and support of a healthy, diverse and inclusive workplace free from discrimination, prejudice and/or harassment of any kind; e) termination of employment as required.
- Perform other duties as may be determined by the Council.

Key Qualifications:

- University degree healthcare, public or business administration, education, or law; Master's Degree an asset. Preference will be given to applicants from a respiratory therapy background.
- Significant, progressive senior management experience in a healthcare, regulatory or similar complex, multi-stakeholder environment.
- Demonstrated acumen in strategic and innovative thinking, in a political and service oriented, environment.
- Demonstrated ability to communicate future vision and translate strategic initiatives into successful outcomes in a fiscally accountable fashion while fostering a positive and innovative workplace.



- Exceptional understanding of governance with a proven ability to work effectively with boards, councils, committees, and diverse opinions.
- Proven ability to build productive alliances, relationships, manage sensitive situations and to deliver common and complex solutions and results.
- Experience in the provision of exceptional leadership, supervision, and mentorship to staff, proven through the followership creation of enthusiastic, high-performing staff teams.
- Experience developing and administering financial plans and reports, including the ability to analyze and interpret financial data.
- An understanding of health profession regulation and legislation is preferred, coupled with an ability to implement associated policy, operational procedures and Ministry reporting requirements.
- Excellent ability to communicate effectively and address concerns, complaints and requests with political sensitivity and diplomacy in situations of great importance to the CRTO; excellent written, verbal and presentation skills.
- Bilingualism (French and English) is an asset.

Salary:

Salary commensurate with experience, starting at \$165, 000 +

Application Submission:

Interested candidates are invited to submit their résumés accompanied by a cover letter stating salary expectations and a list of three recent references attesting to their experience no later than **November 8, 2021**.

Submission By Email (preferred):

To: Allison Chadwick, RRT, President, CRTO

Email: humanresources@crto.on.ca

Submission by Mail:

To: Allison Chadwick, RRT, President, CRTO

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