



SASKATCHEWAN  
COLLEGE OF PHARMACY  
PROFESSIONALS

*Executive Pharmacy Opportunity!*

# Deputy Registrar

*A unique opportunity to have a direct impact on the promotion and support of pharmacy excellence in Saskatchewan through the leadership of a highly professional team and progressive regulatory body.*

## The Organization:

The Saskatchewan College of Pharmacy Professionals (the College) is the self-governing body for the profession of pharmacy in Saskatchewan and regulates pharmacists, pharmacy technicians, pharmacies and conditions of sale for drugs. The College's mission is to serve the public interest by regulating the profession of pharmacy to provide safe, competent pharmacy care in the province and does so by ensuring compliance with requirements, legislation and standards of pharmacy practice.

## The Opportunity:

Reporting to the Registrar and working as a partner with the Council, the **Deputy Registrar** provides leadership and strategic oversight to the day-to-day affairs of the College in collaboration with, and within the policies established by Council. The Deputy Registrar assists in planning, supporting and implementing the high-level decisions and actions necessary to ensure the appropriate functioning of the College. The major responsibility of this position is to act as a 'Solutions Facilitator' – offering feedback and comments, while assisting others as they find solutions to their problems. Additionally, the Deputy Registrar will foster a collaborative, communicative and productive environment and assist in leading staff in the implementation of the College's strategic plan, policies and objectives in alignment with the mission, vision and values of the organization.

## Key Responsibilities:

- Support the Registrar in the leadership and management of SCPP, assuming the responsibilities of the Registrar if necessary;
- Assist in strategic leadership, policy governance and oversight of the administrative/operational policies of the College including organizing various events and providing ongoing communication.
- Undertake the administrative responsibilities for the following:
  - ⇒ Registration and Licensure of all members
  - ⇒ Proprietary Pharmacy Permit for pharmacies
  - ⇒ Administrative and Regulatory Bylaws
  - ⇒ Systems Oversight – database and program development and implementation
- Establish and cultivate effective relationships with the SCPP's key internal and external stakeholders;
- Serve as SCPP delegate on various provincial and national committees;
- Respond to inquiries regarding regulatory issues with regards to practice;
- Work closely with Council and the Minister of Health for approval and subsequent publications in the Saskatchewan Gazette; and
- Maintain effective communication and positive relationships with staff, members, advocacy organizations, educators, government, other health professions, and stakeholders.

## Selection Criteria:

- Eligibility for registration with the Saskatchewan College of Pharmacy Professionals as a practicing or non-practicing member;
- Practicing Pharmacist, post-graduate study is an asset;
- 5+ years of progressive leadership experience, additional leadership/executive development an asset;
- Comprehension of the regulatory process and administrative law principles, experience within a regulatory environment preferred;
- Strong relationship building skills and the ability to effectively represent the College on provincial, regional and national initiatives; and
- Exceptional communication, interpersonal, leadership, facilitation, consultation, problem-solving, critical thinking and conflict management skills.

For more information about this exciting opportunity, contact **Jen Iskierski** at 204-926-3006 or [jen@harrisleadership.com](mailto:jen@harrisleadership.com).

To apply in confidence, send a resume and cover letter quoting project #18123.