

The Opportunity

Reporting to the Council of the College of Physiotherapists of Manitoba (CPM), the Registrar/Executive Director provides leadership and overall organization management to ensure implementation of CPM priorities, attainment of organizational objectives and execution of the strategic plan.

As chief staff officer, the Registrar/Executive Director oversees the human resources, administrative, financial, and communications functions, and provides vision and leadership to the Council and committees as well as the membership of CPM. The Registrar represents the College and works closely with key stakeholders, including government officials and university representatives.

Key Responsibilities

- Keep informed of government activities, the Canadian Alliance of Physiotherapy Regulators, other Canadian regulatory boards, and organizations whose activities may impact on College affairs.
- Oversee the maintenance of the Registers in accordance to privacy legislation and The Physiotherapists Act, including the cancellations, suspension and conditions placed on registrations.
- Act as practice advisor for membership, including explanation and interpretation of the legislation.
- Respond to inquiries from registrants and the public about complaints process or inquiry status.
- Create a positive work environment and ensure effective CPM operations with a skilled employee base, setting clear performance expectations, coaching and regular performance feedback.
- With the Treasurer, prepare annual budget and ensure responsible fiscal management.
- Promote effective communications between CPM and its stakeholders, including representing CPM to the government and media.
- Prepare for and attend Council/committee meetings, AGM and oversee Council election activities.
- Facilitate and participate in strategic planning and monitor achievement against long-range strategic priorities.

Selection Criteria

- Must be a Physiotherapist in good standing with CPM or eligible for registration.
- Post-secondary education in health administration, public/business administration, or related field.
- Senior leadership experience that includes developing a shared vision, operational and strategic planning, implementation, evaluation, and cultivating a healthy organizational environment.
- Proven track record of demonstrated leadership, business and financial acumen.
- Creative individual with excellent communication, relationship-building and influence skills.

About the Organization

Physiotherapists in Manitoba are governed by The Physiotherapists Act, which defines the practice and sets the general boundaries of practice. This legislation allows for Regulations, By-laws and a Code of Ethics to be established by CPM. With a mission to ensure that the public receives safe, competent physiotherapy care from qualified physiotherapists, CPM governs its registrants to protect the public and ensure that all Manitobans receive quality care.

For more information or to apply in confidence, contact Alora@harrisleadership.com quoting project #40108.