



Employment Opportunity

Employer: The British Columbia College of Social Workers (BCCSW)
Position Title: Deputy Registrar
Reports To: Registrar
Status: Full-Time One Year Term
Closing Date: 01-March-2021

As a regulatory body for Social Workers in British Columbia, BCCSW acts within its statutory authority to develop and administer policies, procedures and practices that reflect the mandate of the College, which is to serve and protect the public by superintending the practice of social work in British Columbia. Founded in 2008, BCCSW is governed by a 12-member Board comprised of two public members and ten elected members from over 5,000 province wide registered social workers.

General Overview:

Working under direction of the Registrar, the Deputy Registrar ensures the mandate of the BCCSW is upheld, serves to protect the public, and maintains the integrity of the Social Workers Act at all times. With an oversight for regulated social work practice in BC, the Deputy Registrar will enhance social work practice while ensuring public safety. In the absence of the Registrar, the deputy assumes the duties of the Registrar.

Statutory Accountability:

- Ensure that the operations of the College achieve the mandate (duty and objects) as set out in the *Social Workers Act* while seeking to maintain the highest standards of social work practice.
- Act within the laws of the Province of British Columbia as they relate to professional regulation and specifically the regulation of social workers under the *Social Workers Act*, Social Workers Regulation, and Bylaws of the College.

Primary Job Duties and Activities:

- Execute and implement the College strategic priorities and outcomes
- Supervise, manage and accurately maintain administrative systems, including information, records, finances, office, facilities, and equipment
- Create and recommend best practice Human Resources policies, procedures, and guidelines
- Supervise, direct and manage human resources
- Represent the College in a professional manner to external parties including, but not limited to, government, ministerial staff, social work bodies, registrants, other regulatory bodies, and other concerned individuals and organizations
- Inform and educate registrants, public, and stakeholders of the College about social work regulation and regulatory practice issues

- Provide leadership and proactively identify systemic improvement opportunities
- Clarify and implement operational and policy aspects of systemic improvements
- Performs other related duties as assigned

Education and Work Experience:

- Master of Social Work degree (preferred)
- BCCSW registration or eligibility for registration (preferred)
- Extensive understanding of social work practices, ethics, and values
- Five to ten years of leadership experience (management capacity preferred)
- Proven track record of technical, relational and communication skills
- Experience working with a broad range of audiences, including registrants to coordinate and inform understanding of regulations, practice standards and code of ethics
- Experience interacting and working with boards and committees
- Experience analyzing and writing comprehensive research, position, and policy papers/reports
- Knowledge of administrative law and professional regulation
- Knowledge of the quasi-judicial roles and responsibilities of the Board and some College committees

Personal Characteristics:

- Superior communication skills – written and verbal
- Sound ethical and professional reputation
- Team player with the ability to lead various sized groups effectively
- Ability to present to various audiences, and in various settings, including professional and administrative settings.
- Creative problem solver with a strong focus on developing fair and effective solutions
- Innovative thinker with strong analytical abilities and ability to assess information quickly and make valid, reliable, evidence-informed decisions
- Detail oriented with an understanding of how developed procedures compliment overall organizational goals

How to apply:

To express interest in this position, send email with resume to office.coordinator@bccsw.ca , no later than 01-March-2021

While the BCCSW sincerely appreciates all applications, only those candidates selected for interview will be contacted.