

Director of Operations – College of Midwives of Ontario

The purpose and mandate of the College of Midwives is to protect the public by making sure all midwives, operating in the province, are ethical, competent, and accountable. We have been the regulating body in operation since 1993 and we are a collaborative team that works together to make sure the College fulfills its mandate of regulating in the public interest.

This position operates remotely with expectations to have planned days in the office for team or organized events, or to fulfill the mandate of this operational role. We have robust Covid protocols to keep staff safe in the office.

Our College values teamwork, equity, respect, information sharing, continuous feedback, a supportive work environment, work-life balance, open communication, and economical resource allocation. As an employer that values diversity and inclusion, we encourage individuals who identify with communities who have historically been marginalized and excluded from professional spaces and can meet the responsibilities of the role to apply. We are committed to a barrier-free, equitable, and inclusive recruitment process and workplace. We strive to ensure our College's Council and staff team are reflective of the diversity of the community and we welcome any feedback in this regard.

This role is pivotal in fostering an organizational culture that promotes growth and collaboration. To do so, envision:

- Bringing your operations expertise and lifelong love of continuous improvement to bring our College to the next level.
- Being the hub of all activity for the College ensuring operations, finance and HR are all running smoothly and efficiently.
- Working with a collaborative team, a transformational agenda with a challenging variety of work, and excellent work life balance.

To learn about licensing, professional regulation, and the consumer protection mandate of Canadian regulatory bodies, visit the [Canadian Regulatory Guide](#).

YOU WILL SUCCEED HERE IF YOU ARE:

An Excellent Communicator – you will be collaborating with not only our internal team but with executives, vendors, and the Council through various committees. Your verbal style must be confident, reassuring, positive, and clear.

Independent – you must be able to work effectively on your own liaising with accounting, IT, vendors, and the government while solving financial issues and preparing thorough reports.

Organized – you are self-motivated and manage your time well. As the key go-to person for all operations you must be able to organize and reorganize your day to meet often conflicting priorities and deadlines.

Flexible – this is a position where you will be responsible for many portfolios. You must be flexible and able to support in all areas of the business as required.

THE POSITION

The Director of Operations exists to ensure team members have everything they need to focus and succeed in their own roles. The position includes oversight of College-wide operations including finance, human resources, building and site operations, information technology, privacy, security, and records management. Under direction from the Registrar, the Director of Operations takes full ownership of the operations of the College ensuring consistency with relevant legislation, regulation, governance policies, and by-laws.

The position package includes:

- Salary range of 121k to 144k depending on experience
- Excellent benefits, including vision and health insurance
- Five weeks' paid vacation
- One extra paid week off over the December Holidays
- Professional Development Fund

WHAT YOU WILL BE RESPONSIBLE FOR:

- Leading the development and implementation of internal policies and procedures
- Supporting all finance and operations staff directly using best practices in HR management
- Building and maintaining relevant stakeholder relationships
- Monitoring legislation as it relates to privacy, human resources, and best practices related to financial management
- Reviewing and evaluating operational and organizational systems including College programs to ensure effective regulation
- Providing strategic planning, support, and expertise to Council, Committees, and working groups
- Acting as the College's Information and Privacy Officer
- Ensuring the effective running of building operations, including maintenance, storage, and space alterations/renovations
- Privacy and security issues as well as records management
- Overseeing the implementation and ongoing assessment of the College's information technology, ensuring appropriate systems are in place
- Acting as the project manager and lead on the Database Development Project

Human Resources

- Leading all HR planning in consultation with the Registrar and senior management team
- Managing the recruitment and hiring of high-quality personnel
- Recommending, creating, and administering HR policies, and benefits, in compliance with the Employment Standards Act

- Acting as a resource for staff who have human resource questions or concerns, and maintaining privacy as appropriate
- Ensuring the College complies with all Labour, Employment, and Human Rights legislation

Finance

- Accountable for the development and delivery of the annual budget on a timely basis
- Leads the College's annual financial audit with the external auditor
- Ensuring the appropriate, accurate, and timely delivery of employee payroll and benefits including Revenue Canada reporting and all other source deductions
- Negotiating vendor contracts and approving all vendor costs
- Overseeing accounts payable and receivable
- Reporting quarterly statements of operations to Council

WHAT MAKES YOU THE IDEAL CANDIDATE?

- You are a proven senior team player who can establish and maintain positive working relationships with colleagues, both internally and externally
- You possess five to ten years progressive leadership / senior management roles in a related field including a minimum of five years' experience in managing operations
- You possess a degree/post graduate degree in related field – however, a combination of competencies, education, and related work experience will be considered
- You possess advanced computer software skills and knowledge of the Microsoft Office Suite, planning applications, and database management tools
- You have experience in successfully managing, motivating, and working collaboratively with diverse teams
- Have an understanding of the concepts of institutional and structural racism and bias and how they can impact working environment

- You possess a strong sense of integrity and can always maintain confidentiality
- You can provide a criminal record check and clean credit check

LEADERSHIP COMPETENCIES FOR THIS ROLE

- **Strategic Orientation** is the ability to link long-range visions and concepts to daily work.
- **Leadership** is ability to lead others, including diverse teams.
- **Problem Solving / Judgement** is the ability to analyze problems systematically, organize information, identify key root causes and factors, and generate solutions.
- **Communicating Effectively** involves effective presentation skills (verbal and written), careful listening, and problem framing.
- **Planning, Organizing, & Coordinating** involves proactively planning, establishing priorities and allocating resources.
- **Analytical Thinking** is the ability to understand a situation by breaking it down into manageable components and identifying key or underlying trends/issues.
- **Improving Operations** is the ability and motivation to apply one's knowledge and experience for improving upon current or antiquated operational processes.
- **Building Partnerships with Stakeholders** is the ability to build long-term or on-going relationships with stakeholders (e.g., someone who shares an interest in what you are doing).
- **Innovation & Change** is supporting and encouraging new ideas and approaches to enhance performance and results.
- **Results Focus** is taking action to achieve challenging goals and objectives.
- **Cultural Awareness** is maintaining awareness of and practising cultural safety in all aspects of the position.

HOW TO APPLY

Please submit your resume to Katherine Taylor at ktaylor@taylormcmahon.com

At the College of Midwives of Ontario, we are committed to fostering a healthy, positive, diverse, and inclusive work environment. The College recognizes the value of lived, educational, and professional experience in skill building. If you are enthusiastic about this position and believe you have the capabilities and commitment to the objectives, requirements, and responsibilities of the role, but your qualifications do not align perfectly with every requirement in the job description, we encourage you to apply.

In accordance with the *Accessibility of Ontarians with Disabilities Act, 2005* and the *Ontario Human Rights Code, 1990*, we encourage applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the selection process. If selected to participate in the recruitment and selection process, please inform the representative from Taylor McMahon of any accommodations(s) you may require ensuring your equal participation.