

College of Midwives of Ontario

Position: Policy Development Officer, Registration

Job type: 1 FTE (37.5 hours/week)

ABOUT THE POSITION

As a member of the Registration Department, the Policy Development Officer will lead and contribute to initiatives that shape policy and programming decisions within the College's Registration program. The Policy Development Officer will identify, analyze, and formulate policy options and lead the implementation of registration policies and programs.

The Officer will also lead various policy and special project initiatives aimed at advancing the College's regulatory objectives, including addressing systemic inequities and responding to the evolution of midwifery practice. As an independent strategic thinker, the Officer will identify solutions and connect various workstreams to achieve the Registration department's goals. Specific initiatives will involve implementing changes to the Registration Regulation and developing pathways for internationally educated midwives.

With an ability to apply project management and systems thinking approaches to the development of registration policies and special projects, the Policy Development Officer will establish work plans, monitor risks and opportunities, promote collaboration and communication, and organize efforts among College departments and system partners to ensure alignment of policies and projects with broader systems and initiatives.

KEY RESPONSIBILITIES

Policy Development

- Conducts research and analysis and assesses trends, challenges and opportunities to develop policy options.
- Identifies risks and key considerations when creating policy options, ensuring the framing is appropriate for the specific issue and audience.
- Develops policy documents, proposals and guidelines.
- Prepares background papers, presentations, briefing notes, statistical analyses to support policy development and knowledge translation.
- Analyzes and provides guidance on legislative authorities, regulations and other regulatory mechanisms or policies.
- Manages the implementation of registration policies and programs, ensuring effective processes, timing, alignment, enforcement, data management, and ongoing monitoring and evaluation.

- Advises on the necessity for new data, research, resources, or policies to advance equity, diversity and inclusion through policy and programs.
- Collaborates with other departments and external system partners to synchronize policy efforts with broader organizational and system initiatives.
- Support the continuous improvement of the registration program.
- Supports with strategic and long-term planning for portfolios, and integration across organizational strategic and operational plans.

Special Projects

- Plans, executes and evaluates special projects, ensuring alignment with organizational objectives.
- Develops detailed project work plans, including timelines, goals and objectives, resource allocation and evaluation metrics.
- Monitors and reports on project deliverables and risks, ensuring that issues are addressed promptly.
- Prepares and presents project reports, status updates, and documentation for system partners and management.
- Oversees system partners management across special projects.
- Fosters collaboration and learning on cross-departmental projects.

Committee Management

- Leads and implements all aspects of College's registration program and work, including but not limited to the Registration Committee planning, onboarding and training of Committee members, and preparing meeting materials and reports for the Committee and the College's Board.
- Supports panels during decision making and writes panel decisions.
- Oversees correspondence with applicants and registrants, College staff and panel members.
- Liaises with College legal counsel as deemed appropriate.

QUALIFICATIONS & COMPETENCIES

- Post-Secondary education in public policy, public administration, political science, law or related field or an equivalent combination of education and job experience in a related field.
- 5 to 7 years of work experience in a related field within a challenging regulatory, public, not-for-profit or similar environment is required.
- Experience in research and policy development, including supporting decision making and providing equity-driven and evidence-based policy guidance.
- Exceptional research, analytical and writing abilities, with a talent for synthesizing and summarizing large volumes of information.

- Experience building and cultivating relationships across an organization and with external stakeholder groups in the development of policy and programs.
- Familiarity with governing statutes for self-regulating professions and Ontario government's policy-making and legislative processes and requirements.
- Ability to interpret and provide advice on new and existing laws, regulations, and other regulatory mechanisms or policies.
- Experience managing complex projects, including setting priorities, anticipating challenges, identifying options, and implementing recommendations.
- Strong attention to detail.

THE POSITION PACKAGE INCLUDES

- Salary – \$85,860 – \$103,700 depending on experience
- Excellent benefits including vision and health insurance
- Three weeks paid vacation
- Personal/Sick Days offered
- One extra paid week off over the December Holidays

This is a collective bargaining unit position with AMAPCEO.

HOW TO APPLY

Please submit your Cover Letter and Resume to Lieran Docherty, Director of Operations at L.Docherty@cmo.on.ca by Monday, November 25th. Applications will be reviewed as they are received and rolling interviews may be conducted. Applicants are encouraged to apply as soon as possible.

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 hiring committee of any accommodations(s) you may require ensuring your equal participation.