Manager, Governance and Regulatory Affairs

Reference No.:	18C28
Language:	Advanced English
Location:	Toronto - ON
Salary:	$80K - $90K
Workplace Type:	100% Remote
Job Type:	Contract - 1 Year

Description

We are presently looking for Manager, Governance and Regulatory Affairs for a non-profit organization (member based association) who will be an integral member of the senior management team, responsible for advancing regulatory excellence through effective governance, policy development and regulatory oversight.
The Manager supports the Board of Directors and its committees through the development and maintenance of governance frameworks, by-laws, policies and accountability processes, while leading regulatory initiatives, legislative research, stakeholder engagement and government relations to support the organization.

Remote Opportunity (must be based in the Greater Toronto Area)
Hours: 9am-5pm
1 year contract (Filling for a maternity leave).
Salary: $80K-$90K Yearly.

Responsibilities

Regulatory Affairs & Policy (20%)

- Lead the development, review and amendment of regulations, regulatory proposals and related policy instruments in support of the firms public protection mandate.
- Monitor legislative, regulatory and policy developments and assess their implications.
- Conduct regulatory research, environmental scans, jurisdictional reviews and policy analysis to support evidence-informed decision-making.
- Coordinate regulatory consultations, stakeholder engagement activities and submissions relating to legislative and regulatory initiatives.
- Maintain relationships with the government representatives, and system partners.
- Coordinate the organizations Performance Measurement Framework (CPMF), including data collection, reporting and performance improvement initiatives.
- Represent the firms external committees, working groups and sector initiatives relating to governance and regulation.

Governance & Board Operations (80%)

- Oversee the activities of the Board of Directors and assigned committees, including annual work planning, meeting coordination, agendas, meeting materials, and follow-up actions.
- Lead the development, review and continuous improvement of the governance framework, including by-laws, Board policies and risk management practices.
- Oversee the Risk Management Framework, including enterprise risk identification, assessment, monitoring, and reporting to the Board.
- Lead governance-related strategic projects, managing timelines, deliverables, stakeholder engagement, and project reporting.
- Manage annual Board elections across three rotating districts, including nominations, candidate eligibility reviews, communications and recruitment activities, as well as the annual election of Board Officers.
- Coordinate Board and committee orientation, annual governance declarations, conflict of interest requirements, confidentiality agreements and codes of conduct.
- Coordinate Board evaluations, governance assessments and ongoing education initiatives.
- Provide governance advice and recommendations to the Board, committee Chairs, Registrar and senior management.
- Oversee the activities of the Board of Directors and assigned committees, including annual work planning, meeting coordination, agendas, meeting materials, and follow-up actions.
- Lead the development, review and continuous improvement of the governance framework, including by-laws, Board policies and risk management practices.

Qualifications

- Undergraduate degree in Health Policy, Public Administration, Public Policy, Law, Governance or related discipline.
- Minimum of five (5) years of progressively responsible experience in governance, regulatory affairs, policy development, legislative analysis, public administration or related field.
- Experience supporting Boards, committees, senior leadership, or organizational governance.
- Experience in a health regulatory, public-sector or comparable regulated environment is considered an asset.
- A master's degree or professional governance designation (e.g., Governance Professionals of Canada designation or Chartered Director) is considered an asset.
- Proficiency in both English and French is considered an asset.
- An equivalent combination of education and relevant experience may be considered.
- Deep working knowledge of Ontario's health regulatory framework, specifically the *Regulated Health Professions Act (RHPA)*, the *Health Professions Procedural Code.*
- Strong understanding of statutory requirements and protocols regarding the protection of privacy and confidential regulatory data.
- Mastery of how public boards and committees' function, including parliamentary/meeting procedures, to effectively guide Committee Chairs through ordered workflows.
- Demonstrated expertise utilizing project management techniques to deliver initiatives on time, within scope, and aligned with budget targets.

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