**Examinations Manager**

**(Permanent Full-Time Role)**

The College of Physiotherapists of Ontario regulates physiotherapists and exists to protect and serve the public interest. The College protects the rights of patients to safe, competent, and ethical care by ensuring physiotherapists are qualified to practice, maintain professional standards of practice and are held accountable for their conduct and practice.

The College of Physiotherapists of Ontario is currently seeking the services of a professional, self- motivated, detail-oriented candidate for the **Examinations Manager** role.

# Position Overview

Reporting to the Deputy Registrar & COO, the Examinations Manager manages the day-to-day operations and long-term planning to support the development and administration of the College's examinations program. The Manager is the primary staff support person responsible for developing and administering the entry to practice assessment process/assessment.

This role is ideal for a resourceful, organized person who thrives in an environment where no two days are the same. Success in this role will require a self-directed leader, creative problem solving, enhanced time management and planning skills, flexibility, initiative, independence, and the ability to be empathetic and compassionate.

This is a remote position as the College has a virtual office, but occasional onsite attendance in Toronto will be required.

# Duties and Responsibilities

Examinations

* Manages/leads all aspects of the entry to practice assessment process from development to delivery and evaluation.
* Works with third party service providers to assist with the development and administration of the examination.
* Facilitates Item Development workshops and Technical Review sessions.
* Identifies, recruits, collaborates with, and maintains a network of subject matter experts who can provide collaborative advice used to facilitate item writing, item technical review and approval sessions, psychometric standards review, and user acceptance testing.
* Reviews exam performance and conducts in-service analysis as needed.
* Conducts post exam appeal considerations as required.
* Develops, implements, and evaluates required processes and undertakes ongoing quality improvement activities.
* Supports the work of the Examinations Committee.

Collaborative Partnerships

* Works with the management team to prepare and monitor the annual budget for the exams area.
* Works with the Communications team to develop internal and external partner communications.
* Works with the Information Technology team to identify program area requirements, data integrity concerns, and enhancements to technology solutions.
* Oversees data collection and reporting, both internally and externally, as required.
* Works closely with the IT team to develop and administer the technology infrastructure to support exam administration.
* In collaboration with other staff and management, participates in needs analyses, presentations, and educational activities for different partners, including the Board and College committees.

Human Resources Management (Examinations Team)

* Determines staffing requirements and contributes to the development of job descriptions.
* Recruits, interviews, and selects appropriate staff and independent contractors.
* Oversees the performance management process for direct reports, which includes monitoring the performance of staff, providing training opportunities, and conducting regular check-ins and annual performance reviews.
* Coaches and mentors staff as appropriate to improve performance, where required.
* In consultation with the human resources team, develops performance improvement plans and releases staff when necessary, using appropriate and legally defensible procedures.

Policy and Project Execution

* Manages and coordinates all aspects of assigned projects, including work plans, budget, and liaising with internal and external partners.
* Establishes a framework to track the development, approval, and ongoing review of program policies.

College Representation

* Maintains appropriate relationships with key system partners.
* Prepares for or represents the College in appeals processes.

**Education and Experience**

* Post-Secondary Degree or equivalent combination of relevant education and experience.
* At least five years' experience in a regulatory/examination administration setting or a closely related role.
* Demonstrated experience in the areas of credentialing, exam development, and administration.
* Progressive leadership and management experience.
* Experience with or demonstrated knowledge of the Regulated Health Professions Act and health legislation (considered an asset).

**Specialized Knowledge**

* Intermediate computer skills including Microsoft Office Suite (with specific emphasis in Excel), Adobe, and SharePoint
* Knowledge of database systems and experience with Microsoft Dynamics CRM (considered an asset).

**Skills and Abilities**

* Superior oral and written communication, facilitation, and interpersonal skills.
* Proven ability to work independently as well as collaboratively within a team.
* Ability to read and understand legal documents.
* Strategic and creative thinker who possesses excellent decision-making skills.
* Highly effective organizational and leadership skills.
* Demonstrated managerial, coaching, mentoring, and team-building skills.
* Demonstrated analytical skills and problem-solving skills.

# Terms, Salary, and Working Conditions

* A permanent full-time position.
* The starting annual base salary range for the **Examinations Manager** role is **$118,000.00 to**

**$125,000.00** based on qualifications and experience.

# Benefits

The College provides employees with a comprehensive benefits package that includes an extended health benefits plan and an RRSP program. The College makes a monthly contribution of 6% to an RRSP on the employee’s behalf after one year of working at the College. We offer paid opportunities for continuous learning and professional growth, strive for work-life balance, including work-from-abroad and summer hours, and provide an excellent and challenging work environment where innovation, teamwork, and creativity are highly valued.

**How to Apply**

If you are interested in this position, please apply by sending your resume and cover letter via email to our Manager, People & Culture at peopleandculture@collegept.org no later than **Wednesday, July 3, 2024**. Please include the name of the role you are applying for and your first and last name in the subject line (Subject: Examinations Manager, First Name, Last Name).

Thank you for your interest in this position; only applicants selected for an interview will be contacted. Interviews will be scheduled on an ongoing basis.

The College of Physiotherapists of Ontario strives to build diverse teams that reflect the communities we work in and encourages applications from traditionally underrepresented groups including visible minorities, Indigenous peoples, people identifying as LGBTQ2S+, and people with disabilities.

Please let us know if you require an accommodation to participate in this recruitment process by sending an email to peopleandculture@collegept.org.

**College of Physiotherapists of Ontario,** 375 University Avenue, Suite 800, Toronto, Ontario M5G 2J5 416-591-3828 | 1-800-583-5885 | Fax: 416-591-3834 | info@collegept.org