

## Professional Conduct Administrator (Contract)

### (Part-Time Contract Role – 12 months)

The College of Physiotherapists of Ontario regulates physiotherapists and exists to protect and serve the public. 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 **Professional Conduct Administrator (12 Month Contract)** role. This is an entry level role that is ideal for an individual who has an administrative background with excellent organizational and time management skills.

This role is a **3-day/21-hour workweek**, remote-first contract position. While the College has a virtual office, occasional onsite attendance in Toronto may be required.

### Position Overview

Reporting to the Investigations Manager, the Professional Conduct Administrator provides administrative support to members of the Professional Conduct team and the Inquiries, Complaints and Reports Committee.

### Duties and Responsibilities

#### Committee Support

- Schedules meetings for the Committee as required
- Prepares meeting agendas and confirms any conflicts of interest in advance of the meeting,
- Uploads meeting packages for the Committee extranet site
- Prepare minutes of the meeting
- Liaises with the decision writer to ensure that they have the information they need to draft the decisions in a timely manner
- Facilitates the decision writing, review and distribution process
- Provides records of attendance to staff and third parties as required
- Ensures the CRM / database is updated post committee meeting
- Prepares disclosure packages for counsel and external review boards
- Transfers files to the hearings office / compliance monitoring as required
- Ensures appropriate arrangements have been made for any in-person meetings, as required

#### General Support

- Provides timely customer service which reflects compassion and empathy
- Responds to data inquiries from other programs areas as required
- Conducts research to support investigators and others as required

- Obtains information to support investigators and others as required
- Receives and processes mail
- Facilitates the return of original patient records
- Provides vacation coverage for the Intake Specialist
- Provides additional support as required

## Data Tracking and Reporting

- Completing the monthly program reports, reports for the Board and other ad hoc reports as required.
- Provide statistical reports and analysis of trends and emerging issues.
- Supports other team needs as directed, such as assisting in the preparation of communications or presentation materials.

## **Education and Experience**

- Post-Secondary education in a related area or equivalent combination of education and experience.
- Two years professional experience in a similar role with experience in a position of responsibility where discretion, tact and diplomacy are of utmost importance.

## **Specialized Knowledge, Skills & Abilities**

- Demonstrated knowledge of Microsoft Office Suite
- Working with SharePoint and CRM software is an asset
- Excellent oral and written communication skills.
- Demonstrated proactive, self-directed, and effective customer service orientation.
- Must have sound judgement and problem-solving skills.
- Must have the ability to meet tight deadlines and to perform well under pressure.
- Comfort working in an environment that is constantly changing
- Proven ability to be a quick learner, work independently as well as collaboratively within a team.

## **Terms, Salary, and Working Conditions**

- A part-time 12-month contract position
- 3 days/21-hour workweek
- The starting annual base salary range for a part-time **Professional Conduct Administrator** role is **\$36,500 to \$40,000** based on qualifications and experience

## **Benefits**

The College provides the employees with a comprehensive benefits package that includes an extended health benefits plan and Employee and Family Assistance Program upon. We offer paid opportunities for continuous learning and professional growth, strive for work-life balance,

including work-from-abroad and summer hours, and provides an excellent and challenging work environment where innovation, teamwork, and creativity are supported.

## How to Apply

If you are interested in this position and feel that you align with our values, Integrity & Trust, Inclusion & Respect, Transparency & Accountability, and Collaboration, please apply by sending your resume and cover letter via email to our Manager, People & Culture at [peopleandculture@collegept.org](mailto:peopleandculture@collegept.org) no later than **Wednesday, July 16, 2025**. Please include the name of the role you are applying for plus your first and last name in the subject line (Subject: Professional Conduct Administrator, First Name, Last Name).

Thank you for your interest in this position; only applicants selected for an interview will be contacted.

The College's goal is to create a diverse and inclusive workforce that reflects our communities. Please let us know if you require any accommodation to participate in this recruitment process by sending an email to [peopleandculture@collegept.org](mailto:peopleandculture@collegept.org).

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