

CEO/REGISTRAR POSITION PROFILE

ABOUT THE ASSOCIATION

Driving innovation, invention, and exploration, the over 9,700 members of Engineers Geoscientists Manitoba are vital to the creation of a successful future for Manitobans.

Engineers Geoscientists Manitoba governs and regulates the practice of professional engineering and professional geoscience in Manitoba. This involves advancing both the professions and the professionals within each field. The Association ensures high standards are maintained within the professions, serves and protects the public interest, and promotes and increases the knowledge and skills of its members.

Formerly APEGM (Association of Professional Engineers and Geoscientists of Manitoba), the Association is a professional and dynamic organization with 26 staff and over 300 volunteers (including committees). The governance structure includes a Council of 13 elected and appointed council members in addition to a number of regulatory, governance, support, and public perception committees. The current governance model is under review and a modernized approach is intended to be implemented in collaboration with the new CEO/Registrar. The ability to positively impact and subsequently execute the new model following the governance renewal is a key dimension required in the competencies of the successful candidate.

Vision

Engineers Geoscientists Manitoba is the leader and a facilitator of the process that ensures excellence in engineering, geoscience and applied technology for the public of Manitoba.

Mission

To serve and protect the public interest by governing and advancing the practices of professional engineering and professional geoscience in accordance with *The Engineering and Geoscientific Professions Act of Manitoba*.

You are invited to visit the Association's website (www.EngGeoMB.ca) and social media pages to learn more.

ABOUT THE POSITION

Reporting to Council, the CEO/Registrar will be an effective leader capable of balancing governance requirements with vision and operational success. The CEO/Registrar is responsible for providing leadership to the Executive Assistant in addition to the six members of the senior leadership team including the Manager of Operations, Manager of Finance & IT, Director of Professional Standards, Director of Registration, Director of Equity & Representation, and Director of Government Relations.

This role serves as the critical communication link between staff and Council as well as a resource to Council. The CEO/Registrar implements existing decisions through Council's direction or delegation that support day-to-day operations, regulatory requirements, and governance practises while completing future projects as determined by Council and the strategic plan. Ensuring effective assessment of the Association's performance, building on key relationships within the stakeholder landscape, collaborating on the governance renewal, and the potential for revisions to *The Engineering and Geoscientific Professions Act* are key objectives and anticipated projects.

LEADERSHIP APPROACH

The role of CEO/Registrar requires an innovative and committed leader with the ability to recognize and apply an individualized leadership approach for each direct report based on the needs of the role. The Association is comprised of talented professionals and subject matter experts who contribute to the vibrancy of each function. A CEO/Registrar with a solid executive presence that supports an engaged staff team at all levels is essential to ensure the continuation of the positive workplace culture at Engineers Geoscientists Manitoba.

The successful candidate will actively support effective communication amongst departments and demonstrate consistent verbal and written communication to staff, Council, and all stakeholders. They will also be adaptable and possess a strong ability to lead through change with accountability. It is critical for Council to remain informed due to ongoing transitions as terms end.

SCOPE OF RESPONSIBILITY

GOVERNANCE & REGULATORY

- Collaborate with Council on the strategic plan, and risk management, and implement initiatives with staff at the operational level.
- Adhere to procedures within the current governance model and work with Council to implement and document changes to governance policies resulting from the recently concluded governance review process.
- Serve as an ex-officio member of required committees, lead internal Committees of the Registrar, and carry out the duties of Secretary as per the Act.
- Liaise with the Director of Professional Standards, the Director of Equity & Representation, and the Director of Government Relations on complaints proceedings, Act and legislative changes including opportunities for industry and equity advancement through regulation.

OPERATIONS, FINANCE & ADMINISTRATION

- Oversee operational spending, facilities management and human resources as executed by the Manager of Operations.
- Support the admissions process and related administrative requirements through the work of the Director of Registration.
- Contribute to the development of the annual operating budget in consultation with the Manager of Finance & IT.
- Provide oversight of financial risk management of the Association, compliance, and approval for specified expenditures.

EXTERNAL RELATIONS

- Represent Engineers Geoscientists Manitoba through event attendance, including annual meetings, conferences, awards presentations, campaign launches, retreats, and training.
- Maintain strong external relations with post-secondary institutions (faculties) and school groups, national committees (such as Engineers Canada and Geoscientists Canada), members, membership chapters, regulators, government departments, employers in the Manitoba business community, and other groups related to the engineering and geoscience professions.
- Serve as the face of the Association to the public and the main representative of external commentary, including all forms of media.

EXPERIENCE

- A bachelor's degree in engineering or geoscience is preferred.
- Registration as a Professional Engineer or Geoscientist is preferred.
- Additional post-secondary education in business, government relations, or related fields is considered a strong asset.
- A minimum of 10 years of experience in a leadership role with a demonstrated track record of operations management in a comparable environment. Experience managing a senior leadership team and reporting to a board/Council is considered a strong asset.
- Governance and regulatory experience pertaining to *The Engineering and Geoscientific Professions Act*, By-Laws, Code of Ethics, and other Acts or legislation related to the engineering/geoscience professions.

QUALIFICATIONS

- Ability to lead autonomously balanced by an openness to change and feedback.
- Ability to identify improvements and prioritize the most pressing needs of an organization and execute appropriately.
- Experience with stakeholder engagement, including an understanding of managing operations through both staff and volunteer roles.
- Strong financial and technical acumen.
- Exceptional communication skills with demonstrated experience cultivating an approachable environment through open communication.
- Understanding of the industries involved and an aptitude for keeping apprised of changes that impact the engineering/geoscience professions.

COMPENSATION & STRUCTURE OF WORK

A base salary between \$160,000 and \$180,000 will be determined based on the successful candidate's qualifications. Total compensation details, including vacation and a comprehensive benefits package, will be further discussed with candidates as part of the interview process.

This role has dedicated in-office requirements. Travel within Manitoba and across Canada for outreach and industry events will also be required at various times of the year.

APPLICATION PROCESS

To apply, please submit your resume and cover letter by February 29, 2024, to jaysa@livelyconsulting.ca

When submitting your application, please include "Engineers Geoscientists Manitoba – CEO/Registrar Application – First Name, Last Name" as the subject line.

Your time invested to review this opportunity and prepare your application is valued and truly appreciated. We will carefully review all applications and contact candidates directly who best meet the needs of our client to proceed to the next steps in the recruitment process.

For questions regarding this search process, please contact Jaysa Toet, Lead Consultant & Founder of Lively Consulting.