



SASKATCHEWAN  
COLLEGE OF PHARMACY  
PROFESSIONALS

## Pharmacy Executive Opportunity!

# Registrar

*A unique opportunity to have direct impact on the promotion and support of pharmacy excellence in Saskatchewan through the leadership of a highly professional team and progressive regulatory body.*

The Saskatchewan College of Pharmacy Professionals (the College) is the self-governing body for the profession of pharmacy in the province and regulates pharmacists, pharmacy technicians, pharmacies and conditions of sale for drugs. The College's mission is to serve the public interest by regulating the profession of pharmacy to provide safe, competent pharmacy care in Saskatchewan and does so by ensuring compliance with requirements, legislation, and standards of pharmacy practice.

### The Opportunity:

Due to retirement, the College is seeking a new Registrar to represent and lead the day-to-day affairs of the College in collaboration with, and within the policies established by Council and to act as the College's key representative in dealing with the membership, public, government, consumer groups and media. Reporting to, and working as a partner with Council, the Registrar will plan, support and implement the high-level decisions and actions necessary to ensure the appropriate functioning of the College. Additionally, the Registrar will foster a collaborative, communicative and productive environment and lead staff in the implementation of the College's strategic plan, policies and objectives in line with its mission, vision and values and:

### Key Responsibilities Include:

- Maintain a primary focus on the safe and competent service to the public and ensure compliance with all government legislation and regulatory responsibilities;
- Responsible for, including by delegation where appropriate, all aspects of office staffing and volunteer utilization, including identifying staffing and volunteer needs and being accountable to Council for meeting the human resources needs and relevant policies including appropriate recruitment, selection, training, development, compensation and benefits and performance appraisals of staff and volunteers;
- Maintain effective communication and positive relationships with staff, members, advocacy organizations, educators, government, other health professions, and stakeholders;
- Provide strategic leadership, policy governance, and oversight of the administrative/operational policies of the College including organizing and attending Council and committee meetings and provide relevant advice on environmental factors affecting opportunities and challenges; and
- Administer the College's fiscal affairs in collaboration with the Finance Committee, Audit Committee, and Council to maintain adequate financial records and ensure the preparation of budgets, financial statements, reports to Council and preparedness for audits.

### Selection Criteria include:

- Being a Pharmacist eligible for registration with the Saskatchewan College of Pharmacy Professionals as a practicing or non-practicing member would be an asset;
- 5+ years of progressively significant senior leadership experience and will ideally have additional leadership/executive development;
- Comprehension of the regulatory process and administrative law principles (experience within a regulatory environment is an asset);
- Post-graduate studies are an asset
- Exceptional communication, interpersonal, leadership, facilitation, administration, negotiation and consultation skills; and
- Strong relationship building skills and the ability to effectively represent the College on provincial, regional and national initiatives.

For more information about this exciting opportunity, contact Robyn Hartley at 204-926-3005 or [robyn@harrisleadership.com](mailto:robyn@harrisleadership.com). To apply in confidence, send a resume and cover letter referencing "Registrar - 17125," in the subject line.