

Job Posting

Director of Certification and Prior Learning Assessment (PLA)

The CSMLS is implementing a new strategic plan starting in 2018. To boldly move our Certification and Prior Learning Assessment programs into the future, the CSMLS is seeking a highly motivated individual to join our Leadership Team as Director of Certification and Prior Learning Assessment.

If you are a certified medical laboratory technologist, with a passion for the profession, a commitment to national standards of practice and are an enthusiastic self-starter who thrives on bringing projects from concept to completion – read on!

About the Position

The CSMLS is well respected for Certification standards and is known as an innovator in Prior Learning Assessment for internationally educated medical laboratory professionals. The aim is to maintain and build on this reputation, by seamlessly managing high stakes programs while moving with the changing landscape of the profession, technology and the world around us.

As a key member of the Leadership Team, this position is responsible for the development, implementation and quality assurance of the CSMLS National Certification and Prior Learning Assessment programs. The Director of Certification and Prior Learning Assessment leads a community, not just a department and is often the public face for the organization - representing 80 years of brand and reputation.

Reporting to the CEO and working closely with the department staff, the Director sets goals, monitors work and evaluates results to ensure that team objectives and operating requirements are met and aligned with the strategic priorities and mission of the CSMLS.

This position works from our office in Hamilton, Ontario, Monday to Friday. Periodic weekend and off-hours meetings are required, along with travel to attend events and meetings.

Key Responsibilities:

Technical knowledge & experience relating:

- Responsible for the overall success, & reputation of the CSMLS certification exams & prior learning assessment programs
- Manage the department through a quality assurance lense
- Prepare budget estimates and monitor variance activities
- Participate in research initiatives as appropriate

People management:

- Ensure all employees are stimulated, motivated and guided to contribute fully to the realization of the CSMLS's mission, vision, goals and objectives
- Empower employees to identify innovative approaches to enhance organizational performance
- Conduct ongoing performance monitoring for department manager and EA set and monitor SMART goals to achieve department and organizational objectives
- Strive for excellence in all areas, while remaining respectful of resource (financial and human) limitations

Relationships & public representation

- Makes presentations and liaises with the various stakeholders (CSMLS Board of Directors, Professional Standards Council (PSC), educators, students, bridging programs, PLA clients, fairness commissioners etc.)
- Represent CSMLS at a variety of stakeholder meetings including but not limited to: program accreditation, educational institutions, immigration settlement agencies, federal and provincial government, provincial society meetings and national conference.

Governance:

- Oversees volunteer selection for Exam, Angoff and Item Writing Panels to ensure the process is fair and transparent
- Act as *ex officio* secretary to the CSMLS Professional Standards Council
- Participate on the CSMLS Leadership Team and contribute to setting strategic direction, and collaborating on operational and tactical goals

Qualifications:

- CSMLS certified medical laboratory technologist
- CSMLS member in good standing
- University degree or equivalent in management considered an asset
- Bilingualism considered an asset

Experience:

- Minimum of 5 years as a Medical Laboratory Technologist
- Minimum of 5 years of people management
- Budgeting and financial management
- Successful implementation of change management
- CSMLS volunteer considered an asset
- Computer literate – databases, Microsoft products, electronic communication etc.
- Knowledge of the CSMLS Prior Learning Assessment program considered an asset
- English as an alternate language (EAL) knowledge considered an asset
- Prior not-for-profit experience sector considered an asset

Skills & Abilities:

- **Strategic:** Thinks strategically but understands and is accountable for the day to day work as well.
- **Leadership:** Positively influences others to achieve results that are in the best interest of the organization. Has a vision and knows how to implement it.
- **Fosters Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems and make decisions that enhance organizational effectiveness. Not afraid to get hands dirty & help with operations when needed
- **Innovator:** Open to new ideas and encourages others as well.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- **Relationship Builder:** Establish and maintain positive working relationships, both internally and externally to achieve the goals of the organization
- **Conflict Mediator:** Able to deal with conflict, positive, open & productive problem resolution tactics
- **Public Speaking:** Honed presentation and public speaking skills
- effectiveness
- **Integrity:** Is a go-to role model for the organization in professional and ethical conduct
- **Diplomat:** Handles adversity and pressure with grace

About the CSMLS

The CSMLS is a nationally incorporated not-for-profit voluntary professional association and certification body. We hire and promote diverse people with the skills to fit our varied roles, but we all share a common set of ideals and principles. They are:

Respect Everyone
Always Adapt
Keep Learning

Aim for Awesome
Be Dependable
Our Members are Everything

These principles help us build a great organization that creates great member experiences and fosters a great work place environment.

We offer:

Fair and competitive compensation commensurate with the position & the successful candidate's experience and education; Comprehensive group benefits; Employer-matching pension plan; Generous vacation entitlement (starting at four weeks); Free parking; Employee assistance program; Tuition reimbursement/professional development opportunities; Health and Wellness programs, Company events and social gatherings; Paid volunteer time; Work perks program (Perkopolis); Summer hours; Paid shutdown between Christmas and New Year.

How to Apply:

If the above opportunity appeals to you, please apply by submitting a cover letter and your resume/CV via email by **September 8th 2017** to: hr@csmls.org

CSMLS is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If you are contacted regarding an employment opportunity, please advise Human Resources if you require an accommodation. If an applicant or successful candidate request an accommodation, their needs will be discussed with them and adjustments made to support them.