



*The College of Optometrists of Ontario is a self-regulatory authority responsible for registering (licensing) and governing optometrists in Ontario. Optometry has been regulated in Ontario since 1919 and is guided by legislation including the Regulated Health Professions Act and Optometry Act. The College's mission is to regulate Ontario's optometry profession in the public interest. The College uses its authority to guide the profession in the delivery of safe, ethical, progressive and quality eye care at the highest standards. Its vision: A leading regulator focused on safe eye care and progressive practice.*

## **MANAGER, POLICY AND GOVERNANCE**

The College of Optometrists of Ontario is recruiting for a Manager, Policy and Governance position.

**The Position:** The Manager, Policy and Governance, is responsible for overseeing policy development, conducting research, and providing analytical support to assist the College in fulfilling its regulatory mandate and meeting its strategic goals. The successful candidate will assist in researching, studying and interpreting current environmental trends, feedback from stakeholders, and regulatory obligations, in order to assist in the development of policy advice for the College. The successful candidate will also serve as staff support to College committees. In addition, the Manager, Policy and Governance, will coordinate the annual Council election and committee volunteer process. The ideal candidate will also be able to provide legal advice in College discipline matters.

### **Key Duties and Responsibilities**

- Conduct research/analysis for policy projects.
- Serve as staff resource and support to College committees.
- Co-ordinate the annual Council election process.
- Provide legal advice in discipline cases.
- Act as policy and governance resource to the College Council and committees.

### **Skills & Qualifications**

- University degree in law and health policy, or an equivalent combination of education and job experience in a related field.
- Several years of progressive experience in a regulatory environment.
- Demonstrated experience reading and understanding legislation including case law.
- Superb verbal and written communication skills.
- Strong research and analytical skills.
- Excellent organizational skills.
- Ability to meet deadlines, work independently and as part of a team.
- Proficient in Microsoft for Windows environment (Word, Excel, mail merge, including data management).

- Experience using a membership database software is desirable.
- Licensure as an Ontario lawyer is desirable.

### **More about the College**

We are a small, professional team that promotes collaboration and work-life balance. The College is located in mid-town Toronto near the subway system. Our staff is currently working remotely.

### **How to Apply**

If you are a qualified candidate interested in this opportunity, please forward via e-mail your cover letter and resume to [optom@hrassociates.ca](mailto:optom@hrassociates.ca) by Thursday, September 10.

Questions about the position or the recruitment process can be directed to Luciana Da Silva of HR Associates at 416-237-1500, ext. 266, or [Luciana.DaSilva@hrassociates.ca](mailto:Luciana.DaSilva@hrassociates.ca).

Please note that applications will be assessed on a rolling basis.

*We thank all applicants, however, only those selected for an interview will be contacted.  
Accommodations are available upon request.*