



## REGULATORY AFFAIRS ADVISOR

## EMPLOYMENT OPPORTUNITY

### ABOUT THE CLPNA

The College of Licensed Practical Nurses of Alberta (CLPNA) is a non-profit, non-government, regulatory organization. The CLPNA exists to protect Alberta healthcare users. Our first responsibility is to the public. We regulate the profession of Practical Nursing, setting and maintaining standards to ensure the public receives safe, competent, and ethical healthcare services. Our focus and commitment to public protection and regulatory excellence underscores everything we do.

### EMPLOYMENT TERM

This is a full-time permanent appointment. Position is currently remote, but in-office will be required.

### THE ROLE

Reporting to the Chief Executive Officer, the Regulatory Affairs Advisor provides strategic policy advice to the CLPNA on government legislative proposals and consultations. Leads the development of the CLPNA's professions regulations and other quasi-legal documents under the Health Professions Act (HPA).

This position supports interpretation and application of the HPA, professional regulations for Licensed Practical Nurses (LPNs) and in the future for Health Care Aides (HCAs), the CLPNA's Bylaws, Standards of Practice, Code of Ethics, and other legislation or regulation as required.

### KEY RESPONSIBILITIES

- **Organization Development** - Advise, orientate, and educate CLPNA departments and the CLPNA's Council as needed on relevant aspects of the HPA, legislation, and regulation.
- **Policies and Procedures** - Advise from a regulatory perspective in the development of regulatory policy documents, standards of practice, and codes of ethics for the LPN profession and in the future for the HCA profession.
- **Stakeholder Relationships** – Support internal stakeholder knowledge and understanding of principles of administrative and procedural fairness, essential legislation, associated regulation, governing policies, rules impacting the LPN and HCA professions, and good governance in the context the CLPNA as a regulator under the HPA.
- **Communication** - Coordinate response to requests for consultation on legislation and regulation by CLPNA to external organizations.
- **Regulation and Governance Development** - Leads the development of regulatory proposals and implementation of new/updated regulations for LPNs and HCAs. Assess and update the CLPNA's Bylaws and Council governance as required.

### SKILLS & ABILITIES

The Regulatory Affairs Advisor is a key support to the executive office. You have excellent written and verbal communication skills. You are skilled in communication skills including diplomacy, conflict resolution, and problem-solving. You can manage multiple and conflicting priorities in a fast-paced



environment. You have great time management skills and have the ability to meet and exceed required deadlines.

You are goal oriented, able to work independently as well as with a team, working with a positive, professional, and solution-oriented attitude. You understand the importance of confidentiality, exercise good judgement, and decision-making skills.

Your writing and editing abilities include the development of briefing notes, memos, and extensive reports; these skills include the ability to decipher and explain complicated policy concepts in a concise manner. You are knowledgeable about trends and issues that may affect LPNs including nursing, health care provincially, nationally, and internationally. You possess the ability to build and maintain effective and appropriate relationships with staff and stakeholders.

#### **EXPERIENCE**

- University degree in law or a minimum master's in public policy, public administration, or another related field.
- Extensive experience working with legislation and regulation.
- Experience working in a regulatory or government environment is required.
- In-depth knowledge of the Health Professions Act, the Licensed Practical Nurses Profession Regulation, and restricted activities legislation is strongly desired.
- In-depth understanding of the regulatory policy development process.
- Demonstrated PC/computer skills with solid understanding of MS Office.
- Must speak, read, and write English fluently.

#### **OTHER QUALIFICATIONS**

- Membership with the Law Society of Alberta is an asset.
- Ability to travel provincially and nationally.
- Possess a valid Alberta Class 5 driver's license would be an asset.
- Satisfactory professional and criminal reference checks.

#### **FURTHER INFORMATION**

For further information on this opportunity, please contact Human Resources at 780-638-6707.

#### **HOW TO APPLY**

Please email your cover letter and resume, referencing Competition 21-106 to [recruitment@external.clpna.com](mailto:recruitment@external.clpna.com).

#### **DEADLINE APPLICATION DATE**

Applications will be accepted until April 15, 2021.

*CLPNA is an equal opportunity employer.*

*We thank all applicants for their interest; only short-listed candidates will be contacted.*