

GOVERNANCE COORDINATOR

Full Time Permanent

The College of Physicians and Surgeons of Ontario (CPSO) is looking for an energetic and motivated individual to join the Governance and Policy division and support its evolving governance work.

Reporting to the Director of Governance and Policy, the Governance Coordinator will be responsible for supporting the organization's various governance activities. The Coordinator will use their governance knowledge and experience to support changes to the organization's processes and practices and ensure they are reflective of good governance practices.

Responsibilities:

Reporting to the Director of Governance and Policy, the Governance Coordinator will be primarily responsible for supporting the operations of the Governance Committee and deliverables emerging from the Committee's work plan. The Governance Coordinator plays an instrumental role in the Committee recruitment and appointment process which enables the Committees across the organization to have knowledgeable and experienced Committee members in a timely fashion.

The Governance Coordinator will also work closely with the team members and relevant staff across the organization to research governance best practices and develop strategies to modernize CPSO's governance processes such as: maintenance of governance-related records, Committee recruitment (i.e. nominations, screening, interviewing), appointments, succession planning and the orientation and the feedback process to support the personal and professional development of Council and Committee members.

Qualifications:

- Relevant post-secondary education and/or equivalent working experience
- 3-5 years of knowledge and experience working in governance
- Technical proficiency with developing a process for tracking information about appointment term start and end dates (i.e. using Microsoft Excel or similar program)
- Ability to maintain confidentiality
- Superior attention to detail
- Excellent written skills including experience writing for senior management and board audiences
- Strong verbal communication skills
- Organizational and time management skills with demonstrated ability to handle multiple high priority tasks within tight deadlines.
- Knowledge and experience working in the healthcare environment and professional regulation is an asset.



The role of the College of Physicians and Surgeons of Ontario is to regulate the practice of medicine to protect and serve the public interest. It issues certificates of registration to doctors to allow them to practise medicine; monitors and maintains standards of practice; develops policies to provide guidance; investigates complaints against doctors on behalf of the public; and conducts discipline hearings when doctors may have committed an act of professional misconduct or may be incompetent.

Application instructions:

Interested applicants, please submit a cover letter and resume via our website as soon as possible. Applications will be reviewed on a rolling basis.

To view this opportunity on our website and apply online please click: [CPSO Careers](#) or visit

<https://www.cpso.on.ca/About/Get-Involved-with-CPSO/Career-Opportunities>

The College is committed to hiring practices that support accessibility for people with disabilities, employment equity and diversity in the workplace. The College actively seeks to increase their diversity by welcoming applications from women, visible minorities, aboriginal people, persons with disabilities and persons of any sexual orientation or gender identity. Applicants with a disability may request accommodation at any stage of the recruitment process by contacting the Human Resources Department