



BC Institute of Agrologists
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Registrar

About British Columbia Institute of Agrologists

The BCIA is the self-governing regulator of the profession of agrology in British Columbia. Formed in 1947, 76 years ago, the organization initially governed the professional conduct of agricultural scientists working in the different agrology-related branches of science

In 2003, a new Agrologists Act broadened the focus of agrology to include the environment and natural resources. Today, the BCIA is legislated under the Professional Governance Act. The legislated duty of the BCIA is to protect the public by ensuring the safe, competent, and ethical practice of agrology.

The Role

The Registrar is responsible for the effective and efficient management of admission, registration, and accreditation activities for the BCIA. The Registrar will work with the Chief Executive Officer (CEO) to determine BCIA's strategic direction especially as it relates to improving and updating the admissions, registration, and accreditation activities.

As BCIA anticipates major growth within the next 1-5 years, the Registrar will provide advisory services, professional expertise, and insights to facilitate this growth. This includes representation of BCIA in, including but not limited to, municipal and provincial settings, and outreach at the regional level to BCIA branches, post-secondary institutions.

Reporting to the CEO, this position is usually based in Langford, BC outside of Victoria, with 37.5 hours per week with occasional travel on evenings and weekends, primarily to Vancouver. The BCIA is proud to offer both hybrid and remote work models to the successful candidate.

Lesser qualified applicants may be considered for application at a lower level.

Responsibilities

The Registrar performs the following functions on behalf of BCIA:

Statutory / Regulatory

- Ensure the review of registration credentials occurs in accordance with the *Professional Governance Act* (PGA), current BCIA bylaws, and to the extent possible under the provincial definition of agrology, the National Education Standards developed by Agrologists Agronomes Canada (AAC).

- *Discipline*- works in conjunction with the CEO and respective legal counsel in the receipt, interpretation, investigation, and adjudication of complaints as against BCIA Registrants in accordance with the Bylaws and policies of BCIA.
- *Audit & Practice Review*
 - Oversee and enforce the annual Registrant CPD audit process.
 - Sustain an effective Continuing Professional Development (CPD) reporting framework that meets the needs of the PGA and to the extent possible the AAC national education standards.
 - Generating a list of potential auditees as requested by the Audit Committee.
 - Receiving requests for exemptions of CPD requirements.
- *Credentials*
 - Collaborate with the Credentials Committee and Deputy Registrar(s) to review and approve applications.
 - Working with the Credentials Chair and Committee on entrance policy and guidelines assessment.
 - Notifying applicants of the decisions of Credential Committee or Credential Panel determinations.
 - In conjunction with the Deputy Registrar(s), review credentials and course offerings of educational institutions offering agrology related courses, degrees, and diplomas.
- *Nominations*
 - Coordinate with the Nominations Committee the identification and appointment of Registrants 'in good standing' to the rosters of standing and ad-hoc committees.

Registrant Oversight

- Oversee correspondence with all potential and current Registrants regarding registration with BCIA.
- Act as the official Registrar for the Institute in the registration of qualified applicants, granting the appropriate designations and the regulation of Registrants for professionalism (ethics) and competence (practice standards), to protect the public interest.
- Leads engagement with BCIA Registrants by:
 - Responding promptly and in an effective, friendly, and professional manner to all enrolment enquiries
 - Maintaining statistics and records appropriate to providing information on registration, applicant and enquiry information, registration growth information and other information as required,

- o Supervising electronic surveys of Registrants
- o Preparing, circulating, and tracking applications to Credentials Committee, Processing change status.

Board Support

- Supports BCIA Board and Committees by:
 - o Attending Board meetings when requested, providing support and advice as needed,
 - o Advising the Board on matters related to BCIA registration,
 - o Assisting committees in any required capacity.

Operations

- As a staff member of BCIA team supports office operations by:
 - o Supervising the staff in the absence of the CEO
 - o Liaising with contractors as needed
 - o Acting as Signing Authority on behalf of BCIA
 - o Provide quarterly reports for the CEO and the Board upon request.
- Works with the CEO on policy development

Outreach

- To the extent possible under the PGA, and in accordance with specific direction from the CEO, actively participate with AAC and engage with other provincial institutes to enhance the reputation and brand of agrology, and to standardize the profession across Canada.
- Advances the profile and mandate of BCIA by:
 - o Representing the interests BCIA at policy and stakeholder meetings (at the provincial and federal level),
 - o Meeting with administrators and instructors at post-secondary institutions to provide information on entrance requirements and promote profile of BCIA,
 - o Participating in career fairs and information sessions held at post-secondary institutions to promote the profession of agrology,
 - o Presenting to and communicating with other regulatory and non-statutory interest groups as necessary,
 - o Identification of individuals providing services and advice within the reserved practice of agrology within the province who are not Registrants of BCIA,
 - o Enforcement of mandatory registration requirements of persons providing reserved practice services within the province,

- o Develop professional practice standards and guidelines,
- o Work with other regulatory bodies or associations to develop joint guidelines around areas of shared practice,
- o Work with various internal and external committees and task forces to address professional practice, mandatory training, and reconciliation with Indigenous Peoples,
- o Increase awareness of the profession of agrolgy in British Columbia.

Skills

- Demonstrated knowledge of agriculture and natural resource professions, with an understanding of agrolgy and its place as a profession
- Strong computer skills to facilitate data management, analysis, and report writing,
- Ability to solve complex problems, think strategically to solve complex problems,
- High degree of tact in dealing with employees, the public, professional consultants, and government representatives at all levels,
- An understanding and working knowledge of key legislation pertaining to the agriculture and food sector (e.g. *Farm Practices Protection Act*, *Environmental Management Act*, *Agricultural Land Commission Act*, etc.),
- Demonstrated knowledge and ability to build, maintain, and support administrative/regulatory principles and processes for professionals (e.g., Audit, Discipline, Credentials),
- Excellent verbal and written communication skills with the ability to represent the organization at senior levels, maintain contact with the Board and Registrants at large,
- Knowledge of current challenges and opportunities relating to BCIA,
- Capability to engage in relationship-building with multiple organizations, government agencies and educational institutions,
- Demonstrates an ability to work to demanding deadlines and to adapt and operate effectively in a dynamic business environment,
- Operates effectively in a team environment,
- Possesses a systematic approach to work,
- Understand and implement scientific rigor when it comes to defensible and repeatable decision making,
- Shows a strong commitment to delivering exceptional and professional customer service,
- Presents a professional personable and knowledgeable image to prospective, existing, and future Registrants and the wider BCIA community,

- Is diplomatic and tactful, and able to maintain confidentiality and monitor a level of disclosure on sensitive matters.

Personal Characteristics

The Registrar should demonstrate competence in the following:

- **Adaptability:** demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency, and managing workload in a dynamic environment with demanding deadlines
- **Ethical Behaviour:** understand ethical behaviour and business practices, and ensure that own behaviour is consistent with these standards and aligns with the values of BCIA
- **Effective Communication:** speak, listen, write, and present in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- **Creativity/Innovation:** develop new and unique ways to improve operations of the organization and to create new opportunities, develop and implement policies
- **Team Building:** work cooperatively and effectively with others to set goals, resolve problems and make decisions that enhance organizational effectiveness
- **Decision Making:** assess situations to determine the importance, urgency and risks and make clear decisions which are timely and in the best interests of the BCIA
- **Organizational Skills:** manage complex tasks, prioritize competing demands, develop a work schedule, monitor progress towards goals and track data, information, and activities
- **Planning:** determine strategies to move BCIA forward, set goals, create, and implement action plans and evaluate the process and results
- **Problem Solving:** assess problem situations to identify causes, gather and process relevant information, generate possible solutions and make recommendations and/or resolve the problem
- **Strategic Thinking:** assess options and actions based on trends and conditions in the environment and the vision and values of BCIA, operate with an understanding of ethical behaviour and business practices.
- **Change Management:** Provide leadership and encouragement in the growth phase of the organization, and adaptable to necessary growth.

Requirements

Education and Experience

- Bachelor's or Master's Degree in agriculture, environmental science, or a natural resource field.
- Professional Agrologist or immediately eligible for registration as or an Articling Agrologist with BCIA.

- o Note: immediately eligible is defined as being registered as a professional Agrologist in another Canadian jurisdiction and able to transfer that registration to the BCIA within 6 months of employment. It is the responsibility of the applicant to have the BCIA review their qualifications to ensure they have the necessary requirements for registration.
- Greater than five (5) years of experience in the natural resource sector with progressive management experience including senior management roles and responsibilities.
- Experience in administration of not-for-profit, public interest, legislated, self-regulated professional associations or similar organizations.

We are committed to:

- Fostering a healthy, professional, and energetic work environment.
- Providing in-depth training to all team members.
- Delivering quality service and results and a powerful brand.

What we offer:

- Competitive salary and benefits.
- Be part of a positive, supportive culture that values quality and innovative solutions.
- Flexible work schedule in a casual business environment.
- A respectful and collaborative work environment.
- Located in Langford, close to the transit, shops, restaurants, golf courses, and services.
- Great snacks and delicious coffee!

BCIA commits to diversity and inclusion. Indigenous Peoples have lived with an inherent interconnection to this land and the waters far before it was named British Columbia. We are humble and grateful guests upon these unceded and sacred territories.

Please send your cover letter and resume to jennifer@peoplebiz.ca quoting the position title in the subject line.

We thank all who apply; however, only those short-listed will be contacted.