



BC Institute of Agrologists
110 – 2800 Bryn Maur Road, Victoria, BC
1-877-855-9291 | www.bcia.com

Deputy Registrar: Practice

About British Columbia Institute of Agrologists

The BCIA is the regulatory body that oversees the profession of agrology in British Columbia in the public interest. The BCIA is legislated under the *Professional Governance Act (PGA)*. The legislated duty of the BCIA is to protect the public by ensuring the safe, competent, and ethical practice of agrology.

Formed in 1947, 77 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. The profession and BCIA came under the *PGA* in 2021.

The Role

The Deputy Registrar: Practice will work with the CEO/Registrar and the staff team to advance BCIA's strategic direction particularly as it relates to the intersection between regulation and practice area recommendations. This includes providing leadership related to BCIA's 12 practice areas and how those impact the key regulatory functions of registration, professional development and investigations.

As BCIA continues its journey as a modern regulatory body, there will be significant growth and evolution within the next 1-5 years. The Deputy Registrar: Practice will provide advisory services, professional expertise, and insights to facilitate this growth.

This full-time position reports to the CEO/Registrar. The BCIA offices are located in Langford, BC however, there is the option of either hybrid or fully remote work models to the preferred candidate.

Responsibilities

The Deputy Registrar: Practice will provide professional practice expertise in all regulatory and operational areas. Key job duties include:

Regulatory

- *Registration/Credentials:*
 - Support the review of registration credentials occurs in accordance with the *PGA*, current BCIA bylaws, and to the extent possible under the provincial definition of agrology, the National Education Standards developed by Alliance of Canadian Agrology Regulators (ACAR).

- o In collaboration with the Deputy Registrar: registration, review credentials and course offerings of educational institutions offering agrology related courses, degrees, and diplomas.
- o Work collaboratively to develop and implement a strategy to identify individuals providing services and advice within the reserved practice of agrology within the province who are not registrants of BCIA and ensure their registration
- *Investigations and Discipline:*
 - o Support the CEO/Registrar in the receipt, interpretation, investigation, and adjudication of complaints as against BCIA registrants in accordance with the *PGA*, Bylaws and policies of BCIA.
- *Audit & Practice Review*
 - o Supporting the Audit and Practice Review Committee in the fulfilment of their statutory obligations
 - o Oversee the annual registrant CPD audit process.
 - o Sustain an effective Continuing Professional Development (CPD) reporting framework that meets the needs of the *PGA* and the ACAR national education standards.
 - o Generating a list of potential auditees as requested by the Audit Committee.
 - o Receiving requests for exemptions of CPD requirements.

Practice Area Support

- Lead the review and development standards related to BCIA's 12 practice areas informed by BCIA's Strategic Plan, best practices, subject matter experts, other regulators, and the *PGA*. This includes but not limited to:
 - o Develop a risk-based approach to prioritizing the sequence and schedule of practice area standards development.
 - o Develop a practice area standards implementation strategy. This will be informed by registrant geographic distribution, practice areas, industry sectors, and alignment with post-secondary institutions.
 - o Work collaboratively with other regulators to align intersecting areas of practice and support the development joint guidelines around areas of shared practice
- Respond to practice inquiries from registrants and others
- Contributes to and participates in engagement strategies and opportunities with BCIA registrants
- In collaboration with the CEO/Registrar to address professional practice, mandatory training, and reconciliation with Indigenous Peoples

Board Support

- Attending Board meetings when requested, providing support and advice as needed,
- Support the preparation of board materials as requested

Operations

- Provide leadership support to the staff team under the direction of the CEO/Registrar
- Liaising with contractors as needed
- Acting as Signing Authority on behalf of BCIA
- Provide reports for the CEO/Registrar and the Board upon request.
- Works with the CEO/Registrar on policy development
- Works collaboratively with the staff team to continue to advance cultural safety and humility as well as DEI efforts within the operations of BCIA

Outreach

- Actively engaging in outreach in collaboration with the CEO/Registrar including, but not limited to:
 - Providing professional expertise at external meetings (at the provincial and federal level),
 - Engaging with administrators and instructors at post-secondary institutions regarding entrance requirements for potential registrants
 - Participating in career fairs and information sessions held at post-secondary institutions to foster the importance and understanding of professional regulation and registration,
 - Presenting to and communicating with other regulatory and non-statutory interest groups as necessary,
 - Work with various internal and external committees and task forces to address professional practice, mandatory training, and reconciliation with Indigenous Peoples,

Skills

- Demonstrated knowledge of agriculture and natural resource professions, with an understanding of agrolgy and its place as a profession
- An understanding and working knowledge of regulatory legislation (e.g. *PGA*) as well as key legislation pertaining to the agriculture and food sector (e.g. *Farm Practices Protection Act*, *Environmental Management Act*, *Agricultural Land Commission Act*, etc.),
- Understand and implement scientific rigor when it comes to defensible and reputable decision making,

- Strong computer skills to facilitate data management, analysis, and report writing,
- Ability to solve complex problems, think strategically to solve complex problems,
- Demonstrated knowledge and ability to build, maintain, and support administrative/regulatory principles and processes for professionals (e.g., Audit, Discipline, Credentials),
- Demonstrated commitment to an ongoing personal and professional journey towards Indigenous Truth and Reconciliation
- Excellent verbal and written communication skills with the ability to represent the organization at senior levels
- 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,
- Shows a strong commitment to delivering exceptional and professional customer service,
- Is diplomatic and tactful, and able to maintain confidentiality and monitor a level of disclosure on sensitive matters.

Personal Characteristics

The Deputy Registrar: Practice 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 (P.Ag) registered with BCIA
- 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, regulatory organizations or similar is preferred.

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:

- Salary range: \$100,000 to \$140,000 commensurate with education & experience
- Competitive benefits including health and dental, vacation allowance & RRSP/Pension.
- 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 hr@bcia.com quoting the position title in the subject line.

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