



Are you looking for a rewarding and exciting opportunity to make a difference with a great organization? Look no further!

Overview

As we move through a period of exciting transformation and organizational change, Professional Engineers Ontario (PEO) has an immediate opening for a **Manager, Academic Requirements**.

Under the authority of the *Professional Engineers Act*, PEO licences and governs over 91,500 licence and certificate holders and regulates the practice of professional engineering in Ontario. PEO's mission is to regulate and advance the practice of engineering to protect the public interest. With a talented, multidisciplinary staff of over 100, PEO's vision is to be a trusted leader in professional self-regulation.

Position Summary

The Manager, Academic Requirements is responsible to direct and oversee the operations of the licensing function from initial application intake through completion of Academic Review, consistent with the requirements of the Professional Engineers Act, Regulations and PEO policies and procedures. The successful candidate will play an important role in streamlining and updating licensing processes as PEO continues to modernize.

Responsibilities

- Provides direction and leadership in the development and implementation of departmental objectives, ensures the proper implementation of licensing policies and guidelines.
- Develops the department's strategic and business plans, quality standards, and priorities and objectives to ensure integration with the PEO's overall strategy and regulatory requirements.
- Directs and manages the Admissions team by setting clearly defined goals and objectives, developing performance measures and targets, evaluating employee performance, fostering an environment of accountability and engagement.
- Develops solutions to streamline, simplify and automate the application intake and academic review processes; collaborates with internal stakeholders to identify and implement solutions.
- Ensures the ongoing reporting of relevant operational metrics to various stakeholders to support decision making and continuous improvement of admissions and academic review processes.
- Acts as staff advisor to the Academic Requirements Committee (ARC).

Specialized Skills and Knowledge

Knowledge of:

- The Professional Engineers Act, Ontario and Regulations relating to the academic and experience requirements for licensure.
- Experience with education credential assessment frameworks

Skills include:

- Superior people management skills to produce high quality team results and outcomes, including effective delegation, coaching, and performance evaluation.



- Ability to engage employees while holding self and team accountable for deliverables.
- Governance acumen to understand the complexity of the regulatory framework and roles and responsibilities in a regulatory environment.
- Change management skills to support the sustained adoption of new processes during a period of organizational transformation.
- Clear and effective written and oral communication, with a view to ensuring the department's external communications are appropriately positioned as a regulator.
- Effective project management skills to identify, develop and lead projects or initiatives in support of business goals from concept to completion
- Ability to leverage metrics & reporting to support strategic objectives and business results.
- Flexibility and resourcefulness in meeting changing demands.
- Must be able to navigate complex and sensitive situations while maintaining a customer service focus, and act with tact and sound judgment.

Qualifications:

- Post-secondary degree in Engineering, Business, Education, Public Administration, or related field
- P.Eng. designation is an asset
- Minimum 8 years of management experience
- Previous experience in graduate admissions or professional regulation considered an asset

If you are interested in this role, please forward your resume and cover letter (including salary expectations) to peocareers@peo.on.ca.

PEO values diversity and is an equal opportunity employer. PEO is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

We thank all applicants in advance for your interest in our organization and advise that only those candidates selected will be contacted.