College of Medical Laboratory Technologists of Ontario

We are hiring!

Manager, Regulatory Programs
Full-time, permanent

Who we are

The College of Medical Laboratory Technologists of Ontario (CMLTO) **protects the public's right to safe, competent, and ethical health care. We do this by regulating Medical Laboratory Technologists** (MLTs) **in Ontario**. CMLTO is a values driven organization, and our core values include competence and trust, leadership, integrity, accountability, collaboration, excellence, and caring.

Why join our team

Our staff is a small and dedicated group of 10 individuals who are dynamic, high-performing, and passionate about meeting CMLTO's mandate to protect the public. We work collaboratively across departments in a supportive environment to meet our goals. We offer competitive salaries, comprehensive benefits, and a hybrid working environment.

The role

The **Manager, Regulatory Programs** is responsible for managing and continually improving the College's regulatory program areas which include Registration, Quality Assurance, and Professional Conduct in accordance with applicable laws, regulations, and policies. The Manager, Regulatory Programs is accountable for:

- Managing resources and operations of the regulatory program areas to ensure organizational goals are met and communicates achievements through various reports to the Senior Director and Registrar & CEO.
- Presenting and sharing information to the public, Applicants, Registrants, VR Affiliates, employers and other important groups in alignment with customer service standards.
- Continuously improves CMLTO resources, systems, and tools based on industry best- practices, trends in the regulatory environment, and the College's strategic priorities.
- Managing Statutory and non-Statutory Committees or working groups by conducting research, preparing materials, and facilitating meetings as required.

Salary & benefits

- Compensation range is $94,000 – $117,000 annually
- Contributors to a defined pension through the Healthcare of Ontario Pension Plan (HOOPP)
- Competitive benefits package from a leading provider
- Professional development opportunities and funding

What you need to succeed in this role

- Degree in health administration or public policy (or equivalent education and experience)
- Demonstrated management skills with one to three years leadership experience
- Expertise with continuous quality improvement concepts and initiatives
- Knowledge of the legislative framework affecting MLTs
- Knowledge of customer service principles and best practices
- Proficient computer skills (including Microsoft Office suite, and SharePoint365)
- Ability to work in-person, virtual, or in a hybrid work setting, with a strong desire to learn and collaborate as part of an integrated team
- Medical Laboratory Technologist (MLT) in good standing with the CMLTO

Preferred Assets

- Bilingual in English and French
- Knowledge of the legislative framework affecting regulatory health professionals
- Experience with regulatory processes including analysis of legislation and policy development
- Experience in database development and management
- Minimum 5 years experience as an MLT

How to apply

If your education, work experience, and values align well with the information in this job posting, please email your cover letter and resume to the attention of Megan MacQuarrie, Senior Director, at **humanresources@cmlto.com** by 4:00 pm EDT on Friday, March 28, 2025.

CMLTO is committed to equity, diversity, inclusion and justice.

Applications from all equity deserving groups are encouraged to optimize the richness of diversity in CMLTO's staff.