Professional Regulation Employment Opportunity

2208 Victoria Ave E, Regina, SK, S4N 7B9

Are you ready to join the SALPN team?

Do you

- Love to learn?
- Enjoy a challenge?
- Think big picture?
- Have a passion for professional regulation, administrative decision-making and understanding the public interest?
- Want to contribute to SALPN's public-serving mandate?

Are you

- Highly motivated?
- Willing to work hard and have some fun while you do it?

SALPN is the regulatory body of Saskatchewan's Licensed Practical Nurse profession and is hiring an individual to join our regulatory team. The SALPN is seeking a permanent full-time Regulatory Specialist. The successful candidate will contribute to fulfilling SALPN's regulatory responsibilities and public-serving mandate by developing regulatory policy and participating in or leading regulatory projects and programs.

What does this position entail?

This new position is for someone ready to support SALPN in fulfilling its regulatory mandate, improving regulatory performance, and achieving strategic goals. Roles at SALPN are tailored to the talents and attributes of its team members.

This role will include some or all of the following:

- Research and literature review
- Data collection, entry, review, and analysis
- Regulatory and risk management program development and administration
- Regulatory, practice, risk management, and governance policy and document development
- Preparation of other documents, reports, and communications (internal and external)
- Project development, management, and implementation.
- Participate in, or support SALPN-hosted or external committees
- Provide guidance, feedback, and support to other SALPN team members.

Why work at SALPN?

SALPN strives to provide career opportunities in an environment employees love and feel valued. SALPN's approach to compensation includes the following:

- excellent benefits, including extended health and dental, a healthy lifestyles fund, an excellent pension plan, and generous paid leave opportunities
- competitive salary
- highly supportive of ongoing professional growth and leadership development
- a modern office space with individual offices, nice furnishings, a full kitchen, and exercise supports
- flexible work arrangements are available, including hybrid opportunities and a 4-day work week (8.5 hour days)

To learn more about the work of SALPN, visit https://salpn.com/role-of-the-salpn/.

To learn more about SALPN's mission, vision, values and strategic goals, visit https://salpn.com/wp-content/uploads/SALPN-2022-2025-Strategic-Plan-Graphic-F.pdf.

What qualities and experience do you need?

- Five or more years of relevant employment experience in sectors such as professional regulation/licensure, administrative decision-making, post-secondary education, or other administrative roles
- Post-secondary education in administration, education, or social sciences/humanities
- Excellent communication skills (written, digital, and verbal)
- Excellent technological skills, including Microsoft Office Suite and other digital communication platforms.
- Highly proficient understanding of regulation and risk management

- Ability to work independently and as part of a team
- A commitment to performance and producing outcomes.

The position is based out of the SALPN office in Regina, with flexible-hybrid work arrangements available. Fully remote work is not an option at this time.

Compensation is dependent on the candidate's experience and qualifications.

Interested?

Send your resume and cover letter to Lynsay Nair, SALPN Executive Director, before December 15, 2022, at lnair@salpn.com.

Only candidates selected for an interview will be contacted.