

# Engineers Yukon Director of Professional Standards and Compliance Position Profile

This position reports to the Engineers Yukon Executive Director.

The Role of the Director of Professional Standards and Compliance (DPSC) is directly related to the professional practice of Engineers Yukon members, and to compliance and enforcement of individuals and/or Permit Holders who may be practicing on projects within the Yukon and are not licensed to practice.

Duties include, but are not limited to:

## 1. Professional Practice

In the area of professional practice, this position will work with the Executive Director, Registrar, and the Professional Practice Task Force (PPTF). The DPSC will represent Engineers Yukon professional practice and compliance interests at meetings with various bodies. The meetings may include other engineering Regulators, other professional associations, government departments and agencies, and outside certification bodies. The DPSC will be knowledgeable of legislation and certifications affecting or impacting the practice of engineering in Yukon.

Specific areas of responsibility:

- Respond to inquiries from the public related to practice
- Provide guidance and advice to individual members and Permit Holders in their practices
- Draft new policies and procedures on professional practice, when required
- Develop guidelines, standards, bulletins, etc. to assist professionals with their professional practice
- Provide guidance and/or advice to the Professional Practice Task Force
- Organize Professional Practice Task Force Committee meetings on an as-needed basis
- Represent Engineers Yukon at National Practice Officials Group (NPOG) mtgs
- Participate in NPOG conference calls
- Review files uploaded to NPOG shared workspace & act upon those affecting Engineers Yukon and/or our members
- Other practice matters as identified by the Executive Director

## 2. Compliance and Enforcement

In the area of enforcement and compliance, this position will work with the Registrar, CPD Committee and other staff to ensure that individuals and companies adhere to the requirements of the Act, Regulations and Bylaws.

Specific areas of responsibility:

- Identify individuals and companies that may be practicing engineering in the Yukon through various means of research and communications

- Serve as the Registrar's designate, following up on emails the Registrar has sent to individuals or companies identified as practicing withing the Yukon who are not licensed to practice ensuring the individuals and/or companies become registered and any previously issued reports are re-sealed with Engineers Yukon issued stamps
- Work with the Registrar to update templates for correspondence
- Develop a method to track the individuals and companies identified above and to show the stage of enforcement for each instance
- Communicate with support staff to ensure there is no duplication related to an individual or company
- Prepare a monthly report for the Registrar and Council
- Draft new or update existing policies and procedures on membership and enforcement issues, as and when required
- Provide oversight of the Continuing Professional Development (CPD) program relating to auditing and compliance
- Provide support for auditing of Permit Holder records to determine compliance
- Responsible for maintaining the integrity and security of all enforcement related files
- Shall be familiar with and apply all relevant policies and legislation regarding protecting the privacy of the information collected by Engineers Yukon

### **3. Discipline**

In the area of discipline, this position will work with the Registrar, Deputy Registrar and Discipline Committee and other staff to ensure that all discipline related matters are dealt with in a timely manner and in accordance with the Engineering Profession Act, Regulations, Code of Ethics, Bylaws and the rules of natural justice.

Specific areas of responsibility:

- Serve as the Registrar's designate and follow up with the Discipline Committee and/or Discipline Panel on the status of complaints which the Registrar has passed on to the Discipline Committee for investigation (only when not investigating a complaint)
- Complete Investigator Certification course to assist Discipline Panels (DP) with either of the following: provide administrative support to DP when hiring investigator or fulfill the role as investigator when requested by DP
- Review National Discipline & Enforcement Officials Group (NDEOG) notifications on behalf of the Registrar and inform the Registrar on items that are relevant to Engineers Yukon and/or require action
- Review Discipline & Enforcement decisions made by other engineering regulators to see if any of those being disciplined are Engineers Yukon members and if so, inform the Registrar
- Oversee the Annual Out-Of-Province (OOP) campaign
- Planning Annual Discipline Committee Training Seminar/Workshop in consultation with the Discipline Committee Chair

### **4. Other Duties**

- represent Engineers Yukon on Regulator Advisory Groups, as required
- any other duties as assigned by the Executive Director necessary to support the affairs of Engineers Yukon