Compliance Lead

The Association of BC Forest Professionals (ABCFP) is seeking a candidate for a permanent full time position as a Compliance Lead.

The ABCFP is a strong and stable organization with an operating budget of $3.1 million and 17 permanent staff. The association exists to regulate the practice of professional forestry in BC. Founded through legislation in 1947, the association is governed by a 12-person council comprised of both lay councillors from the public and councillors drawn from a province-wide membership of over 5,500 registrants, including Registered Professional Foresters (RPF) and Registered Forest Technologists (RFT).

The Compliance Lead is a member of a five-person registration department and reports directly to the Registrar and Director of Act Compliance. The Compliance Lead also coordinates with the Director of Professional Practice and Forest Stewardship and other staff to ensure that complaint cases are tracked and monitored through audits or practice reviews.

The Compliance Lead is responsible for coordinating complaint case files, supporting systems and reporting, including meeting the reporting requirements of the Office of the Superintendent of Professional Governance. Primary responsibilities include complaint case tracking, supporting primary communications to parties, administering investigation proceedings, supporting complaint and audit committees and researching legal decisions.

Qualifications - the successful candidate for this position will possess:

**Education & Experience**

- Post-secondary degree or diploma in science, criminal studies, law or business administration
- Minimum 6 years of experience in a team-based environment, providing administrative support for compliance investigations, auditing or monitoring
- Preference for someone with experience in natural resources

**Knowledge**

The ideal candidate has:

- Above average knowledge of standard office productivity and communications tools (e.g., MS Office, Teams, Zoom), and client relationship management systems
- Understanding of professional regulation or governance
- Awareness of business / non-profit management
- Knowledge of committee administration and reporting
**Competencies**

The ideal candidate has demonstrable skills and abilities including:

- Business acumen/judgement
- Problem solving
- Information seeking
- Listening, understanding and responding

A complete position description is attached.

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**Location:** 602-1281 West Georgia, Vancouver BC (ABCFP Main Office) but open to qualified remote candidates within BC

**Salary Range:** $68,960 to $86,200 plus a progressive benefits package

**Position:** permanent, full time

Interested persons should apply in writing with a cover letter and resume clearly outlining how the qualifications have been met.

**Cover letter and resume should be sent to the attention of:**
Casey Macaulay
Email: cmacaulay@abcfp.ca

**Application Deadline:** Applications should be submitted no later than February 26th, 2021.

Interviews are anticipated to be held the week of March 1st, 2021.

While the ABCFP sincerely appreciates all applications, only those candidates selected for interview will be contacted.

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The Association of BC Forest Professionals is responsible for registering and regulating British Columbia’s professional foresters and forest technologists. Here in BC, the practice of professional forestry has been regulated since 1947 when foresters first agreed to help protect the public’s interest in the province’s forests in return for the exclusive right to practise forestry. Today, we are the largest professional forestry association in Canada, maintaining an annual membership level of more than 5,300 members for more than a decade.

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*Ensuring BC’s Forests Are In Good Hands.*
Job Description

Title: Compliance Lead

Accountable to: Registrar and Director of Act Compliance

Primary Functions:
The Compliance Lead works with the Registrar to oversee processes related to disciplinary complaints against registrants and other matters of compliance with the ABCFP’s bylaws and the Professional Governance Act (PGA). This position provides a bridging role with the professional practice department in relation to audits and practice reviews, while supporting the administration of related committees. This position will look after the ABCFP’s reporting obligations, while tracking case files and drafting key communications to committees, registrants and legal counsel. This role requires excellent systems, organization and communication skills while working with a variety of parties.

GENERAL RESPONSIBILITIES

1. Case management, systems and register (25%)
2. Compliance related communications (internal and external) (20%)
3. Complaint case tracking, research and reporting (20%)
4. Committee administration, meetings and training (20%)
5. Strategic: process improvement, systems (15%)

SPECIFIC DUTIES

Case management, systems and register
1. Ensures that all discipline case files and other compliance files are kept current in ABCFP systems
2. Keeps register consistent with the reporting requirements of the PGA
3. Assists complainants with documenting or preparing allegations or concerns

Compliance related communications (internal and external)
1. Drafts discipline or compliance-related communications with Registrar or other staff, directed at respondents, inspectors, Audit and Practice Review Committee or registrants at large
2. Works with ABCFP directors to ensure that complaint proceedings, compliance processes and outcomes are communicated effectively to all required parties
3. Ensures that respondents understand their requirements and are tracked to completion

Complaint case tracking, research and reporting
1. Maintain discipline and other compliance case tracking, including how cases move between stages or phases

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2. Research precedents and outcomes from other regulators or court systems for applicability to the ABCFP
3. Ensure that complaint and other compliance statistics and reports are accurate and provided to the office of the superintendent as requested

Committee administration, meetings and training
   1. Maintain committee rosters, oaths of office, training regimes and minutes and actions for related committees

Strategic: process improvement, systems
   1. Works with other staff and IT contractors to maintain effective tracking systems
   2. Maintains and improves complaint related systems to ensure efficiency and timeliness of cases

Other responsibilities
   1. Contributes to a high performing team
   2. Some limited travel may be required
   3. Completes other duties as directed

EXPERIENCE/EDUCATION/CREDENTIALS:

1. Post-secondary degree or diploma in science, criminal studies, law or business administration
2. Minimum 6 years of experience in a team-based environment, providing administrative support for compliance investigations, auditing or monitoring
3. Preference for someone with experience in natural resources

KNOWLEDGE:

- Above average knowledge of standard office tools, web meetings and client relationship management systems
- Understanding of professional regulation or governance
- Business / non-profit management awareness
- Committee administration and reporting

COMPETENCIES (SKILLS AND ABILITIES):

- Business acumen/judgement
- Problem Solving

Ensuring BC's Forests Are In Good Hands.
• Information seeking
• Listening, understanding and responding

REPORTING RELATIONSHIP:

• Internal: Some responsibilities will be assigned by the director of professional practice
• Direct Reports: none
• External: complaint respondents, volunteers, vendors, other regulatory bodies and legal counsel
• Other: Works closely with committees, sub-committees, panels and working groups