



Physiotherapy Education Accreditation Canada (PEAC) is inviting applications for the position of:

## **EXECUTIVE DIRECTOR**

**Closing Date November 01, 2021**

**Please forward a cover letter describing your interest, skills, and competencies (see below) along with your résumé to:**

**Shawna O'Hearn, President, PEAC**  
**[PEAC.AEPC@gmail.com](mailto:PEAC.AEPC@gmail.com)**

**Website: <https://www.peac-aepc.ca>**

**Questions? Contact Shawna at [PEAC.AEPC@gmail.com](mailto:PEAC.AEPC@gmail.com)**

Physiotherapy Education Accreditation Canada (PEAC) is a federal not-for-profit corporation governed by a volunteer Board of Directors. PEAC administers accreditation programs for physiotherapy education programs and occupational therapist assistant / physiotherapist assistant education programs in Canada (as the Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program, *OTA & PTA EAP*). The *OTA & PTA EAP* is jointly governed by PEAC and the Canadian Association of Occupational Therapists (CAOT).

### ***Position Overview***

The Executive Director is the chief executive officer of Physiotherapy Education Accreditation Canada (PEAC). The Executive Director is responsible for overseeing the administration and programs of PEAC as well as implementing the strategic plan and policies of the organization. Other key duties include management of accreditation for physiotherapy education programs in Canada. The position reports directly to the Board of Directors.

### ***Nature of the work***

- Professional services through a contractual relationship (administered by PEAC)
- Flexible, work-from-home; in the range of 23-25 hours per week, 46 weeks per year
- Travel within Canada will be required
- To start as soon as possible

### ***Qualifications***

- Bilingualism (French/English) is an asset
- A registered physiotherapist or occupational therapist with experience in education, accreditation and/or administration preferred
- Minimum of 5 years related work experience, 10 years or more preferred
- Exceptional written and verbal communication skills to implement strategic directions and to excel in position responsibilities; strong writing and editing skills

- Excellent relationship and team building skills to facilitate and sustain relationships with all stakeholders
- Exceptional organizational skills and attention to detail
- Working knowledge of a variety of computer/software, including but not limited to: Asana, Slack, MSOffice (including Word, Excel, PowerPoint, Access), Adobe Acrobat Pro, Zoom, WordPress, LMS, MailChimp, Simple Survey, others as required
- Comfortable with and suited for home-based work

## ***Key Responsibilities***

### ***Leadership & Management***

- Oversee and manage the business and financial operations of Physiotherapy Education Accreditation Canada (PEAC)
- Provide leadership in identifying priorities and objectives, direct two staff, support committees and ensure PEAC's financial and organizational viability
- Works with board to fulfill the organization mission. Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate
- Responsible for the hiring and retention of competent, qualified staff.
- Oversee the process of accreditation for occupational therapist /physiotherapist assistant education programs in Canada through the Occupational Therapy Assistant and Physiotherapy Assistant Education Accreditation Program (OTA & PTA EAP), including attendance as a non-voting member at Joint Accreditation Committee meetings as PEAC Liaison and supervision of the OTA & PTA EAP Program Manager
- Develop and sustain effective working relationships within PEAC, as well as with education programs, various international and national professional /regulatory bodies and accrediting agencies
- Prepare budgets with the Director of Finance as part of the annual planning and budgeting cycle; allocate expenses and prepare finances for reconciliation by the PEAC bookkeeper and accountant, and the Finance Committee to ensure adherence to the annual budget set by PEAC
- Facilitate Board succession planning and recruitment in collaboration with the Chair of the Governance Committee.
- Present a governance-based operations report once annually to the PEAC Board of Directors
- Create and circulate regular communications to PEAC stakeholders related to the Corporation of PEAC

### ***Accreditation***

- Manage the accreditation process for Canadian physiotherapy education programs. This involves the maintenance of the PEAC database, as well as management and coordination of the accreditation review schedule for education programs, inclusive of the progress review schedule as necessary.
- Provide leadership in the revision and application of standards and policies for the accreditation of physiotherapy education programs
- Manage and coordinate recruitment and training of Peer Review Team members for accreditation reviews

- Create and maintain educational materials (sample reports, program and peer reviewer handbooks, online training modules for peer reviewers, etc.) as required
- Maintain program documentation files as per the PEAC document retention policy
- Prepare and present an accreditation operation report annually to the PEAC Board of Directors
- Maintain the necessary contacts to keep abreast of emerging issues of significance to the growth of physiotherapy education
- Maintain and update the PEAC website as required
- Manage meeting materials and action items arising from Accreditation Committee meetings
- Facilitate Accreditation Committee succession planning and recruitment in collaboration with the Chair of the Succession Planning Subcommittee