



OPPORTUNITY PROFILE

Individual Practice Advisor



The Organization

Created on April 10, 1920, the Association of Professional Engineers and Geoscientists of Alberta (APEGA) regulates the practices of engineering and geoscience in Alberta on behalf of the Government of Alberta through the Engineering and Geoscience Professions Act.

We are the largest regulator of self-regulated professionals in Western Canada. Our registrants work in diverse industries, contributing significantly to Alberta's economic success and enhancing the quality of life Albertans enjoy.

Our main regulatory function is licensing individuals and companies that want to practise engineering and geoscience in Alberta. Applicants and companies that meet APEGA's standards for ethical, professional, and technical competency earn the right to practise and use reserved titles and designations.

APEGA professionals and permit holders—companies and other organizations that practise engineering, geoscience, or both—have a shared commitment to public safety and well-being through the self-regulation of the professions. Serving the public interest is our privilege and our responsibility.

APEGA also takes part in the national conversation on engineering and geoscience issues through our involvement with Engineers Canada and Geoscientists Canada.

APEGA's primary role is to protect the public through the effective regulation of the practices of engineering and geoscience in Alberta. This means APEGA does not take nor advance positions on subjects outside our mandate, such as advocating for our registrants' self-interest. Advocacy is a conflict of interest and contrary to the necessary independence required of a regulator.

Climate change is a risk to public safety, health, and welfare. In response to this risk, governments and organizations across the globe have established climate change-related goals to protect, preserve, and enhance the quality of the environment, with the long-term goal of sustaining the viability of our ecosystems and ensuring that the well-being of future generations is not compromised by our activities today.

Stewardship of the environment is a responsibility of all Albertans. Professional engineers and geoscientists, as part of their professional practice and Code of Ethics, hold paramount the health, safety, and welfare of the public and have regard for the environment. They take into account how their professional activities may affect the changing environment.

APEGA will continue to support our registrants in their regulatory obligations through professional development and partnerships as we strive to foster greater climate resiliency together.

www.apega.ca



The Opportunity

APEGA is seeking two experienced professionals to join the organization as Individual Practice Advisors.

The Individual Practice Advisor interacts with individuals and, on occasion, permit holders operating in the private or public sectors in a variety of industries including consultancy, construction, manufacturing, communications, transportation, infrastructure, technology, natural resources, etc.

The Individual Practice Advisor advises professionals regarding obligations or expectations covering a range of professional practice interests—including, but not limited to, legislation, practice standards and guidelines, technical requirements, and ethics.

The Individual Practice Advisor's decisions and recommendations can affect APEGA's 50,000+ licensed professionals, the public, the Practice Review Board (PRB), and other statutory boards, including the Investigation Committee and the Discipline Committee. Implications and second-order consequences on the professions and professionals, public safety, and APEGA's reputation and credibility must be considered when formulating decisions and recommendations.

As the subject matter expert on Registrant Management, CPD, non-practising status, and individual professional practice, with extensive experience and background as a licensed professional, the Individual Practice Advisor is granted a degree of autonomy and independence to refine the procedures for, and to conduct, practice reviews and registrant assessments. The Individual Practice Advisor is expected to make well-supported and defensible recommendations regarding individual compliance with practice standards and guidelines, as well as assessments of an individual's professional conduct and skilled practice. Such recommendations and assessments are forwarded to the PRB for decision as per APEGA policy and process and can result in regulatory action against permit holders and licensed professionals.

The foundation for such recommendations and assessments must be rooted in legislation, practice standards/guidelines/bulletins, and relevant standards related to the practice of engineering and geoscience.

The Individual Practice Advisor is expected to develop logical and supportable interpretations and extrapolations based on the intent of the root documents and influenced by their professional knowledge and experience. All innovative solutions to complex questions must be discussed with the Individual Practice Manager and Director, Professional Practice before implementation.

With respect to regulatory professional development and training, the Individual Practice Advisor is expected to be creative in developing options to translate findings from Registrant Management, CPD reviews, non-practising reviews, individual practice reviews, queries from the membership and public, and information from root documents into engaging and informative professional development products across a variety of media—written articles, web content, formal presentations, videos, social media, voice recordings, etc.

Key Roles & Responsibilities

Reporting to the Individual Practice Manager or Supervisor, Individual Practice, the Individual Practice Advisor is responsible for the following:

- Maintaining APEGA's mandatory CPD Program including conducting compliance assurance activities, and planning, developing and implementing program, policy and procedure updates and improvements.
- Maintaining APEGA's Good Standing Policy with respect to CPD including compliance assurance activities, and planning, developing and implementing procedure updates and improvements.
- Maintaining APEGA's Registrant Management Policies and Processes when applied to Reinstatements, Resumptions, Reconsiderations, Reactivations, and RCEO Exception submissions. This includes application review, conducting compliance assurance activities, and planning, developing and implementing program, policy and procedure updates and improvements.
- Conducting individual practice reviews and providing reports with recommendations to the Practice Review Board (PRB) for final decision.
- Conducting non-practising reviews and providing reports with recommendations to the Practice Review Board (PRB) for final decision.
- Providing complete assessment reports for Registrant Management applications. This includes making recommendations on previous registrants and non-practising registrants on their suitability to enter into practice, based on maintaining the requisite technical and professional competencies.
- Developing, delivering, and maintaining the content of professional practice seminars and training/education materials related to the continuing professional development and practice standards related to individual professional practice.
- Conducting research and analysis to advise the Individual Practice Manager, Director, Professional Practice and Executive Leadership of professional practice trends that require action or attention and making recommendations to address emerging issues.
- Supporting other regulatory functions such as legislative interpretation and implementation, practice standards development, professional development, licensing, investigations, or enforcement in issues related to professional conduct and skilled practice of licensed professionals.

In addition, the Individual Practice Advisor is a "subject matter expert" on the practice of engineering and geoscience within Alberta and nationally, providing support to a Supervisor, Individual Competency; the Individual Practice Manager; Director, Professional Practice; the Practice Review Board (PRB); PRB subcommittees; Council; and Council subcommittees to provide updates and professional practice expertise and advice as required.

The Person

Qualifications & Education Requirements

- P.Eng. or P.Geo. designation, with practising status and good standing with APEGA, or eligibility to obtain registration with APEGA.

- Significant progressive professional experience, generally in the range of 15 to 20 years, with depth in technical practice and exposure to complex professional or regulatory matters.
- Broad industry experience across one or more sectors or disciplines, gained within an operating, consulting, regulatory, utility, government, municipal, or other relevant technical environment.
- Strong knowledge of regulatory processes, professional practice requirements, and the principles of professional self-regulation, including an understanding of the legislated authorities and responsibilities of regulators.
- Good knowledge of applicable legislation, regulations, bylaws, practice standards, guidelines, codes, and other requirements governing the practice of engineering and/or geoscience.
- Familiarity with other legislation, industry codes, and standards relevant to professional practice, including occupational health and safety, privacy and access legislation, building codes, and recognized industry standards.
- Ability to apply extensive professional knowledge and experience to assess complex technical and professional practice matters, exercise sound judgment, and develop well-supported and defensible recommendations.

Knowledge, Skills & Attributes

- Demonstrates sound judgment, critical thinking, and practical problem-solving skills, with the ability to analyze complex situations, identify patterns, challenge the status quo, and develop innovative and achievable solutions.
- Builds strong, productive relationships with internal and external stakeholders and uses influence, diplomacy, negotiation, and conflict resolution skills to achieve mutually beneficial outcomes.
- Works effectively with multidisciplinary and diverse groups, contributing to team success, sharing expertise, and valuing the knowledge and perspectives of others.
- Demonstrates adaptability and resilience in managing change and transition and working effectively in evolving environments.
- Self-directed and proactive, with the ability to identify areas requiring attention and execute work in an organized, efficient, and thoughtful manner.
- Demonstrates a strong ethical compass, exercising honesty, integrity, fairness, accountability, discretion, and appropriate judgment when managing sensitive and confidential information.
- Communicates complex ideas, recommendations, projects, and processes clearly and effectively, both verbally and in writing.
- Demonstrates strong attention to detail and accuracy while maintaining a broader understanding of organizational strategy, objectives, and priorities.
- Provides a high level of service and creates constructive, professional interactions with registrants, colleagues, and other stakeholders.



- Embraces technology and identifies opportunities to improve processes and operations through the effective use of emerging technologies and new software.

Compensation

A competitive compensation package, including an attractive base salary and excellent benefits, will be provided. Further details will be discussed in a personal interview.

Express Your Enthusiasm

Leaders International values diversity, equity, and inclusion in all aspects of our operations. Candidates are invited to contact us directly with any accommodation requests.

To apply, please email your cover letter and resume (PDF or Word document only—preferably as one document) to **Ardyce Kouri and Olesia Linkevych** at apply@leadersinternational.com, indicating the job title in the subject line.

Leaders International Executive Search

www.leadersinternational.com