



Credentials Assessor Profile

Overview of Position & Duties and Responsibilities

As a professional regulatory organization, the College of Applied Biologists is committed to acting in the best interests of the public, by ensuring that all registrants apply, represent and maintain the highest ethical standards of professional conduct and competence. This involves transparency and procedural rigour, employed on behalf of the public, to all deliberations, decision-making or policy.

Credentials Assessors are appointed by the CEO on the recommendation of the Credentials Committee. They support the Credentials Committee (CC) and Registrar in providing support and delivery of the College's credentials assessments.

Core duties and accountabilities:

- Attends and constructively participates in Credentials Assessor Working Group meetings
- Reviews assigned applications and provides a recommendation to the Registrar following:
 - Policy: 5 – 200 Registration Application Assessment
 - Standards: [Credentialing](#) and [Professional Practice Competencies and Competence](#)

Qualifications, Knowledge, and Skills Requirements:

- Must be a practicing registrant, RPBio or RBTech, in good standing with the College
- Must have five (5) years practice experience as an applied biology professional
- Be willing and able to undertake training in the College's Registration processes
- Be willing and able to attend training in administrative justice/fairness
- During the first year as a Credential Assessors, be willing to be mentored by an experienced Credential Assessor
- Ability to meet timelines and assess files in a timely manner
- Proven ability to work with confidential files
- Current knowledge of resource management in BC
- Current knowledge of key legislation governing resource management in BC

Demonstrated competencies in two (2) of the following areas:

- Regulatory Understanding - Knowledge of regulations and regulatory organizations, including the purpose of regulation, gained from working with legislation, having experience being a part of a regulator, or working in a heavily regulated industry
- Professional Academic and/or applied biology experience - Proficiency in the practice of applied biology and teaching/instructor applied biology in an academic setting
- Independent - Be able to analyze, obtain additional clarification &/or information, prepare results and make decisions confidently
- Effective Communication - Be professional and respectful when providing comments to applicants, and in Credentials Assessors Working Group discussions.
- Dependable - Be trustworthy, decisive, discreet and honest.

Personal Characteristics:

- High ethical standards, professionalism and integrity
- Ability to make difficult decisions
- Sound judgement
- Willingness to consider to alternative opinions
- Strategic and tactical thinker
- Commitment to serving the public interest
- Patience and the ability to work with a team
- Objectivity and independent perspective
- Respected and respectful
- Innovative and solutions oriented

Commitment Required:

- Annual commitment time is approximately 40 hours per year including:
 - Minimum one (1) in person Credentials Assessor Working Group meeting per year (expenses covered by the College)
 - Active participation on minimum one (1) virtual meeting per year
- Adhering to the College's Confidentiality Agreement