

Job Title:	Practice Advisor	Reports to:	Director of Regulatory Affairs
Effective Date:	September 2019	To be Reviewed / Updated:	September 20, 2020

POSITION SUMMARY

The Practice Advisor shall maintain administrative responsibility for all practice-related matters relevant to the association. This position's primary focus is to educate and support the membership on practice-related matters. Some additional time will be spent on responding to inquiries from the general public and industry organizations.

The Practice Advisor will also be responsible for contributing both professional and administrative support to the illegal practice portfolio.

A high degree of flexibility will be required to address the practice advisory priorities with strategic direction established by Council and resource allocation limits established by the Executive Director.

JOB DESCRIPTION

The Practice Advisor shall:

- Work productively and effectively with senior management, various committees and administration to lead, organize, coordinate, monitor, track, communicate, educate and regularly report on practice matters.
- Liaise, advise and meet with the membership, Council, Executive Director, senior administration, AAA committees, government officials and the general public on practice matters. Communication will be both written and verbal, and will be consistent with legislation and AAA's vision, objectives, standards and policies.
- Serve as a member of the Practice Advisory Committee (PAC) and support the work of the Chair of PAC as required. The Practice Advisor will also maintain a log of issues and solutions discussed by PAC. (In turn, PAC will support the Practice Advisor by serving in an advisory and collaborative capacity to support timely responses to member requests for advice and information. PAC will also contribute to the writing and interpretation of practice bulletins.)
- Develop and update practice-related information tools, including practice bulletins, professional development course offerings, and website content aimed at both the membership and public audiences.
- Contribute to the administration of the illegal practice portfolio by providing a professional perspective on all suspected cases of illegal practice, and authoring cease and desist letters. Where appropriate, the Practice Advisor will also:
 - Speak directly with authorities having jurisdiction and individuals who may be engaged in illegal practice
 - Advise members who may be inadvertently abetting illegal practice activities
 - Collaborate with the Registrar on matters related to members.

EDUCATION & EXPERIENCE

Required:

- Current membership as a Registered Architect or Retired Architect, in good standing with the Alberta Association of Architects
- Fifteen (15) years of experience as a Registered Architect (associate, partner, or principal with experience negotiating and executing contracts, applying seals and stamps)

- Extensive, broad-ranging architectural practice experiences
- Intermediate to advanced knowledge of MS Office
- Must speak, read and write English fluently

Desirable:

- Extensive leadership and practice management experience
- Extensive understanding of the legislative framework relating to the practice of architecture and licensed interior design in Alberta
- Thorough understanding about the regulatory functions and responsibilities of the AAA, ideally with an ability to accurately and confidently apply this knowledge in a professional and timely manner
- Thorough understanding of all aspects of the inter-disciplinary relationship throughout the design and construction industry
- General understanding about practice matters across other jurisdictions
- Understanding of policy development framework

Also Beneficial:

- Past AAA Council, Practice Review Board (PRB), Practice Advisory Committee (PAC), or other AAA Committee experience
- Active registration and/or associations with a variety of architectural, professional practice, legal administration and/or self-regulatory organizations

SKILLS & ABILITIES

- Excellent communication, interpersonal and team-building skills that allow the individual to work effectively with the membership, the public, Council, administration and all practice-related committees
- Ability to collaborate with and incorporate relevant ideas, feedback and knowledge of various practice advisors
- Demonstrated excellent leadership qualities, including the ability to motivate and earn the respect of internal and external stakeholders
- Ability to be self-directed and work well within a team setting
- Displays a high level of professionalism and ethical behavior
- Must be able to handle confidential information in a professional manner
- Ability to organize and prioritize a multi-task workload, take initiative and be flexible
- Strong interpersonal skills including tact, discretion and good judgment at all times

WORKING CONDITIONS

Depending on the circumstances of the candidate, the conditions of the employment agreement may range from a permanent part time position to a contract employment position.

The final terms will be negotiated between the Executive Director and Practice Advisor. Total hours of service required by the Practice Advisor may vary and will be assessed annually by the Executive Director. As of September 2019, it is expected that this position will require 60 hours per month (with a regular, predictable schedule of attendance at Duggan House).

There is also an expectation that from time to time, the Practice Advisor will be available to accompany the Executive Director to meetings with external stakeholders.

The position also requires:

- Ability to travel locally (and regionally)
- Possession of a valid Alberta Class 5 driver's license with a clean driver's abstract
- Ability to work occasional evenings and weekends, as required