



DIRECTOR OF ASSESSMENT AND CERTIFICATION

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PURPOSE

The primary purpose of this position is to ensure ethical animal use and the highest standards of animal welfare. The director of assessment and certification is responsible for verifying that certified institutional animal care and use programs meet the expectations of the Canadian Council on Animal Care (CCAC), its peers, and the Canadian public, as they relate to animal welfare. These expectations are based on the CCAC's policies, guidelines, and other recognized standards, as well as good animal practices, professional judgment, and Canadian values.

SCOPE

Assessment and Certification is a fundamental and highly visible component of an integrated CCAC program that includes Standards, Training, Corporate Affairs, and Public Affairs and Communications.

Through its operations, Assessment and Certification interacts the most with institutions compared to others at the CCAC, and consequently its activities are highly visible and may present a risk to the CCAC in terms of liability and reputation.

Reporting directly to the executive director, the director of assessment and certification: plans for, leads, and supervises this component of the CCAC program; is accountable for its operations and personnel; sits on the CCAC Secretariat's management team; and works closely with the chair of the Assessment and Certification Committee.

The director of assessment and certification oversees the certification process for institutions, ensures consistency in the process, and conducts assessment visits.

ROLE AND RESPONSIBILITIES

Management of the Assessment and Certification Program (50%)

The director of assessment and certification ensures that a sustainable and relevant system of oversight is in place within all CCAC-certified institutions and that these institutions maintain high ethical standards of animal care and use. In addition, they:

- are the spokesperson for Assessment and Certification and advises the executive director on the necessary financial and human resources required to maintain and support sector operations
- work closely with associate directors of assessment, the chair of the CCAC Assessment and Certification Committee, the executive director, the CCAC Secretariat, and the CCAC

management team to monitor stakeholder feedback regarding sector operations, and to manage risks to the reputation of the sector and to the CCAC

- interact with senior management/administrators of certified institutions
- contribute to the integrity, design, and measured performance of the CCAC program, including contributions to program integration and strategic organizational planning through participation on the management team
- collaborate to harmonize practices and procedures with other CCAC sectors
- work to enhance the image, performance, and sustainability of the CCAC program in collaboration with other sector directors and the executive director
- bring credibility, accountability, and professionalism to the CCAC, and a dedication to animal health and welfare

Assessment and Certification of Participating Institutions (25%)

The director of assessment and certification, along with the associate directors of assessment, ensure that individual certified institutions continue to meet CCAC standards. The director of assessment and certification:

- carries out assessment visits to certified institutions that use animals in science to ensure individual certified institutions continue to meet CCAC standards
- writes assessment reports and follows up on institutional responses to any recommendations contained within the reports
- develops and implements refinements to assessment and certification practices to reduce the burden on institutions without increasing the risk to animal welfare
- works with the Assessment and Certification Committee to ensure appropriate certification of individual institutions
- conducts special visits as required to institutions with programs that struggle to meet CCAC standards
- reviews existing and new guidelines
- collaborates with Training and Networking as well as Public Affairs and Communications to develop training opportunities, informative presentations, and educational materials to educate both the animal care and use community and the public

Management and Supervision (25%)

The director of assessment and certification manages and supervises the work of the associate directors of assessment, providing advice and feedback on their performance through regular performance appraisals. The director of assessment and certification:

- leads the Assessment and Certification sector in planning for consistent and risk-based oversight of certified institutions, and in developing and implementing efficient and effective assessment and certification practices and policies
- motivates and guides the associate directors of assessment to ensure consistency in practices, procedures, and messaging

- ensures, through written guidance and surveys, that panel chairs lead assessment visits, and that Assessment and Certification Committee members are fully involved in decisions affecting the priorities and operations of the Assessment and Certification sector
- screens draft assessment reports to ensure consistency prior to review by assessment panels and the Assessment and Certification Committee, and before formal reports are signed by the executive director

PROFESSIONAL QUALIFICATIONS

This position requires:

- relevant prior experience of at least seven years in a research environment (work on an institutional animal care committee, as a consulting veterinarian, facility veterinarian, or director) and experience in this position of three years to achieve competence
- knowledge of animal welfare and the ethics of animal use to advocate for animals used in science and maintain credibility in the eyes of CCAC stakeholders, the Canadian public, and the international community
- practical knowledge of veterinary medicine, the functioning of animal care committees, and animal-based research in order to relate to the main participants within the CCAC program
- excellent verbal and written communications skills in English and French to listen to stakeholder concerns and effectively communicate and implement the CCAC's mandate
- effective management skills, including leadership, planning, organizing and prioritizing sector activities, and managing and leading staff to achieve professional and overall goals

PERSONAL SKILLS

This position requires:

- the ability to inspire staff and to create a collaborative working environment
- good interpersonal skills, including knowledge of conflict management, to work collegially with stakeholders, CCAC personnel, and volunteers
- problem solving skills and accountability
- considerable levels of concentration – writing or editing reports, reviewing policies or other guidance, and during meetings

EDUCATION

This position requires a minimum of a Doctor of Veterinary Medicine (DVM) degree from an AVMA/CVMA accredited veterinary college. A certificate in laboratory animal medicine or other higher qualifications would be an asset.

For any additional information, please contact Ms. Debbie Biehler, Director of Operations, at dbiehler@ccac.ca.