

Job Title: Senior Director, Road Safety Programs and Research

Location: Ottawa, ON (Hybrid work environment)

Reports to: President and Chief Executive Officer (CEO)

About CCMTA

For Canadians, road safety is a shared priority. We are committed to ensuring safe roads, reducing injuries and fatalities, and making sure every traveler, whether driver or passenger, reaches their destination securely.

The Canadian Council of Motor Transport Administrators (CCMTA) is the national body responsible for coordinating motor vehicle transportation and highway safety across Canada.

Our vision is to achieve the safest and most efficient movement of people and goods on the road globally. With a legacy of over 80 years, we lead national conversations on road safety through our Board of Directors and three Program Committees: Road Safety Research and Policies; Drivers and Vehicles; and Compliance and Regulatory Affairs.

If you're passionate about road safety and want to contribute to a meaningful mission, we invite you to join us as the **Senior Director, Road Safety Programs and Research**.

Position Summary

The **Senior Director, Road Safety Programs and Research** plays a critical leadership role in supporting the organization's mission by providing strategic and management advice and support to the President and CEO as it relates to the overall organization - with a specific focus on ensuring the ongoing effective and efficient administration, management, development and delivery of CCMTA's programs, projects and research initiatives. The incumbent is responsible for providing risk management and crisis management on high profile organizational files and priorities.

Additionally, the incumbent works closely with government leaders across the country, providing leadership, co-ordination and advice on key transportation safety initiatives.

If you thrive in a hands-on, dynamic environment, enjoy complex problem solving and are excited about making a difference, we encourage you to apply.

Key Duties and Responsibilities

Internal Relationships:

- Lead the Programs and Research team by mentoring, supporting, and managing staff in accordance with CCMTA policies and culture.
- Contribute to the development and ensure implementation of CCMTA policies around recruiting, staffing, training and account management that result in outstanding client service as well as a positive work environment that fosters a pattern of long-term staff retention.
- Promote a positive environment for staff and work and effectively manage all aspects of the program and research team.
- Attend and actively participate in senior staff meetings, offering ideas, insights and recommendations on all aspects of the organization.
- Consistently demonstrate ability to successfully move into problem-solving mode whenever challenges or concerns arise

External Relationships:

- Identify new opportunities for CCMTA to increase its value proposition to members
- Foster and maintain current positive relationships and form new innovative partnerships with external stakeholders to advance the goals of the organization
- Expand and/or renew existing programs
- Develop relationships with jurisdictions, associates, vendors or contractors that represent a variety of fields and can be used on projects as needed
- Contribute to outreach activities as appropriate.

Communication and Process:

- Contribute to the development and support the strategic communication plans and campaign strategies as appropriate.
- Develop and support communications materials as required
- Demonstrate exceptional writing skills.
- Consistently meet internal and external deadlines

Financial and Administrative:

- Regularly update and manage work to meet or exceed projected deliverables
- Manage project budgets
- Contribute to CCMTA financial discussions. Examining ways to add value or reduce expenses as appropriate
- Develop, manage and monitor budgets for all areas of responsibility to ensure accountability on project specific activities.

Governance/Policy:

- Develop and implement procedures for monitoring program progress and effectiveness.
- Provide direction on matters of policy and procedures and on program objectives.
- Monitor literature and emerging issues in subject areas of interest.
- Conduct risk assessment and mitigation strategies as required including responding to issues with tight turnaround timelines.
- Attend the meetings of the Program Committees (and its working groups as required), and Board of Directors meetings as required.
- Participate actively as a member of the CCMTA management team.

Program Management:

- Oversight of the Program Managers who manage and support activities, documents, reports and other materials related to CCMTA's Program Committees and their project groups and related programs.
 - Within the guidelines set by the Board, develop and oversee committee support functions provided by staff, including information management, technical support and meeting support.
 - Assign specific responsibilities for ongoing support of the Council's committees, task forces, etc. to program managers.
 - Develop and maintain an issue-monitoring system ensuring that the Council is capable of reacting effectively to new issues that emerge.
 - Provide support to the Board of Directors including working with the President and CEO to develop agendas for the Board meetings and the development of supporting documentation.
 - Ensure integrity, accuracy and relevance of briefing materials including presentations, positions papers and briefing notes.
 - Ability to develop concepts into workplans, schedules, and resource requirements.
 - Conduct contract negotiation and contract reviews as appropriate.
 - Contribute to strategic planning.
 - Manage other key projects as appropriate.
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Education & Experience Requirements:

The position requires an individual who has achieved post-secondary education success (University Degree or College Diploma or a combination of education and experience). This includes

Management / leadership experience with a focus on organizational management, strategic planning, program management, policy development;

- Experience working with volunteer boards;
- Minimum of 5 to 10 years staff supervisory experience;
- Minimum of 5 to 10 years program management experience.
- Be familiar with the operation of government and/or not-for-profit organizations;

- Politically and geographically astute;
- Collaborative (nurture, develop and sustain relationships);
- Critical thinking skills;
- Background in highway transportation regulation, road safety or a transportation-related field or discipline is a definite asset.

Language

English is essential; ability to work in both official languages would be an asset.

Citizenship

Canadian citizen or permanent resident (eligible to work in Canada) required.

Additional Criteria:

- Willingness to travel, work outside of normal business hours when necessary;
- Commitment to and demonstrated effectiveness with a participatory/team management approach;
- Proven commitment to and ability to facilitate a continuous learning organization culture;
- Proven conflict resolution skills;
- Ability to formulate policy and guidelines and to translate those into effective and efficient programming;
- Ability to communicate in a clear, cogent and succinct manner;
- Strong conceptual abilities and aptitudes;
- Excellent leadership skills, both as a team player and as a team leader.

Working with CCMTA

We're a small group who are deeply committed to making a difference for Canadians, by making Canadian roads the safest in the world. We have an open and flexible culture, and our team is approachable, fun, and enthusiastic. We enjoy working together, and practice values of accountability, respect, collaboration, engagement, responsiveness and a people-first approach.

This is a full-time permanent position, working in a convenient, central location in Ottawa. This position is not remote; however, CCMTA has a hybrid work environment.

You'll work a standard work week (36.25 hours), Monday to Friday. Our office is easily accessible by transit, as well as a biking/path network, and offers free outside parking.

You'll earn a competitive salary commensurate with experience, plus employer paid benefits and a defined contribution group pension plan. We offer flexible working hours, and we have an office closure between Christmas and New Year's!

How to Apply

Please submit your résumé and a cover letter outlining your qualifications and interest in the role to the President and CEO at info@ccmta.ca.

We are looking to fill this position ASAP and will assess applications, and contact qualified applicants, as we receive them. Closing date for applications is May 30, 2025.

We thank all applicants for their interest. However, only those invited for an interview will be contacted.

CCMTA is committed to fostering an inclusive workplace. We encourage applicants from all backgrounds, and from persons with disabilities in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Accommodation is available on request during the hiring process. Applicants are asked to make their needs known in advance.