

## Registrar/Chief Administrative Officer

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Promoting excellence within the dental hygiene profession, the College of Dental Hygienists of Nova Scotia is the regulatory body for dental hygienists in the province. Under provincial legislation the College is mandated to govern the practice of dental hygiene in Nova Scotia to ensure the best interest, health and well-being of the public. The College of Dental Hygienists of Nova Scotia is committed to the provision of high-quality dental hygiene care while educating and empowering the public to embrace oral health for better overall health and well-being. Today, dental hygiene is the sixth largest regulated health profession in Canada, and is one of Canada's top ten projected growing professions, meaning there has never been a more exciting time to step into the leadership role of Registrar/Chief Administrative Officer with the College.

Reporting to Council, the Registrar/Chief Administrative Officer is responsible for facilitating the governance responsibilities of the Council and managing the day to day affairs of the College. Providing executive direction and support to the Council and its committees, the Registrar/Chief Administrative Officer will ensure the strategy of the organization is in line with its goals, while ensuring regulatory functions prescribed by the Nova Scotia Dental Hygienists Act are fulfilled. Working in partnership with the Council, the Registrar/Chief Administrative Officer will provide leadership in advocating for the profession of dental hygiene as an essential service provider while working on behalf of the public to ensure their best interests are maintained. The Registrar/Chief Administrative Officer will ensure that the licensing of hygienists is carried out in accordance with legislation and provide support to members of the College. Fostering effective working relationships, the Registrar/Chief Administrative Officer will represent the College to external stakeholders, including provincial government, employers, registrants, educational institutions, local and national professional associations, colleges of health professionals, and the general public. The Registrar/Chief Administrative Officer will provide leadership to a small, talented and engaged team within the College to lead the strategic directions of the College forward.

As the ideal candidate for the Registrar/Chief Administrative Officer role, you will bring progressive leadership experience in a health-related environment and a comprehensive background in administration, including staff and financial management. A proven strategic and visionary leader, you demonstrate effective stakeholder relations, superior communication skills, and are familiar with the Policy Governance® process. Your strong commitment to ethical principles and undeniable conflict management skills lend to your suitability for this role. As the ideal candidate, you have minimum of a Bachelors degree related to health, public policy, adult education, business administration or other relevant discipline or equivalent experience. A Masters degree in a relevant discipline and a Diploma or Bachelors degree in Dental Hygiene would be considered strong assets. A working knowledge of the role of a regulatory college is preferred.

If you're interested in the opportunity to ensure the professional delivery of dental hygiene care in Nova Scotia and to influence the future of the profession, contact Shauna Smith or Anna Stuart in confidence at 902-425-2148, or submit your application online at: [www.kbrs.ca/Careers/11765](http://www.kbrs.ca/Careers/11765).