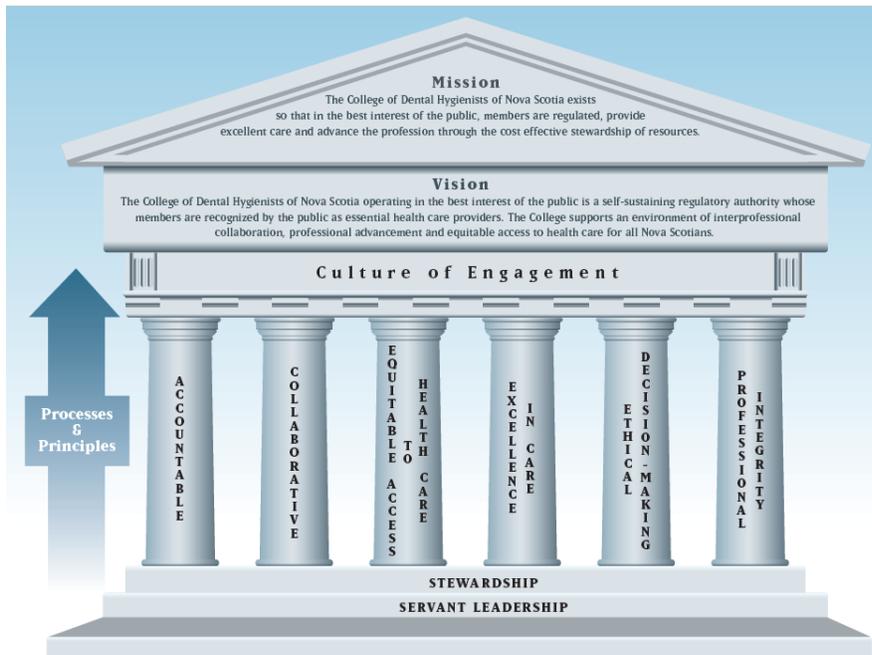




Deputy Registrar – Part Time Position

The College of Dental Hygienists of Nova Scotia (CDHNS) is established by statutory authority through the *Dental Hygienists Act of Nova Scotia*. The CDHNS is a regulatory body who in the best interest of the public regulates the profession of dental hygiene in Nova Scotia. Subject to its regulatory responsibility, the CDHNS may also advance and promote the profession of dental hygiene in Nova Scotia. The CDHNS is a not for profit organization, governed by a Council comprised of CDHNS members and public representatives. The Registrar oversees all programs of the College. Detailed information about the CDHNS can be found within its legislation and on the CDHNS website at www.cdhns.ca

Below is a graphic depiction of the CDHNS Council's Mission and Vision and the core values of the CDHNS staff.



Position Summary:

While this new position is starting at two days per week (0.4 FTE), it is intended that it will grow as the organization grows. Enhancement of roles and responsibilities, and days per week, will occur based on the organizational growth and the knowledge and expertise of the successful candidate. This new position, based out of Halifax, provides an opportunity for the successful candidate to grow in a variety of areas, including leadership, as this position grows.

Reporting to the Registrar, the Deputy Registrar is responsible for professional practice standards adopted by the College, their implementation, and compliance. The Deputy

Registrar will support all activities required to meet the mandate of the College to serve and protect the public interest, focusing on registration and standards of practice.

The successful candidate will:

- Assist the Registrar in matters dealing with quality assurance including, but not limited to, the Code of Ethics and Standards of Practice.
- Provide managerial and policy support to Committees, e.g., Continuing Competence Committee.
- Upon request of the Registrar, represent CDHNS and the Registrar with provincial government staff, external agencies and organizations, and on external committees.
- Assume other project management responsibilities as delegated by the Registrar.
- Assume the responsibilities as Acting Registrar in the Registrar's absence for defined periods, when called upon to do so.

Key Roles and Responsibilities

In executing these core responsibilities, the Deputy Registrar will fulfill the following actions in each of the categories listed below.

Leadership

- Oversees the work and performance of consultants, specialists, or volunteers in the delivery of any projects for which the Deputy Registrar is the project lead, ensuring that the goals and objectives of the project are met.
- Participates in, and contributes to, regular CDHNS team meetings and strategic planning activities.
- Keeps the Registrar apprised of regulatory or other internal or external developments which are likely to affect other functional areas or the organization's overall operations or direction.

Team Development

- Builds and supports an atmosphere of collaboration and cooperation that will encourage individual and team motivation and performance.
- Fosters a culture of respect that values diversity and inclusiveness.
- Actively supports engagement in professional development and quality improvement.
- Attends and participates in external meetings and forums as delegated by the Registrar.

Maintaining and Upholding Standards

- Responds accurately and effectively to inquiries from the public and CDHNS registrants on matters related to legislation and standards.
- Identifies and operationalizes strategic opportunities to develop common standards and practice guidelines with other health professions, if applicable.

- May facilitate the research, planning, development, implementation, and evaluation, of initiatives aimed at enhancing the effectiveness of public interest protection, as needed.

Program/Policy Development

- Maintains current and comprehensive knowledge of the *Dental Hygienists Act*, other relevant legislation and regulations, and all College policies and standards.
- Assists the Registrar, when requested, in the development and revision of CDHNS policies and standards.
- Assists the Registrar with conducting an analysis, and providing feedback, on policies relevant to the practice of dental hygiene.
- Monitors federal and provincial legislative processes and advises the Registrar of possible applicability to CDHNS.
- Assists the Registrar in developing and implementing programs that ensure compliance with the CDHNS's standards, including the quality assurance program.
- Assists the Registrar in developing guidance documents to support the interpretation, implementation, and compliance with legislation, policies, or standards.
- May contribute to educational projects for students or registrants regarding dental hygiene practice, as requested by the Registrar.

Operations Management

- In conjunction with the Registrar and other members of the CDHNS team, contributes to development of the annual budget. Monitors the budget for projects tasked to the Deputy Registrar and takes corrective action, as required.
- Prepares and/or oversees the preparation of information and data for external groups or Committees for areas assigned to the Deputy Registrar.

Communications and Stakeholder Relations/Education

- Participates and/or provides support to Committees, networks, workings groups, other stakeholder groups, etc.
- Assists with drafting communications documents, as needed.
- Monitors delegated stakeholder activities and advocacy positions and advises the Registrar on relevant developments.
- Provides feedback concerning College's application of, and compliance with legislation, bylaws, and policies.

Required Qualifications

- A Registered Dental Hygienist (RDH) in good standing or person eligible for registration with CDHNS.
- Formal, post-secondary degree (or equivalent) relevant to the position, coupled with solid experience and expertise in leadership and systems management.

- Excellent clinical knowledge and the ability to relate to dental hygienists in a variety of practice settings.
- A minimum of three years in one or more employment settings where the applicant has demonstrated initiative, creativity, prioritization, and time management skills.
- Understanding of federal and provincial legislation that is relevant to the practice of dental hygiene.
- Excellent communication skills (verbal and written) and presentation skills.
- Outstanding interpersonal and organizational skills.

Preferred Qualifications

- Variety of experiences in community health, academia, office management, business, and/or administration.
- Demonstrated experience working with Committees.
- Experience in administration of public interest, legislated, self-regulated regulatory bodies, or similar organizations.

Core Competencies and Skills

- Analytical/Systematic Thinking:** Takes a logical approach to planning and problem-solving and establishes priorities; analyses issues and problems systematically and thoroughly; focuses on critical details while keeping the primary goal in mind.
- Attitude:** Exhibits a positive outlook towards work and co-workers; energetic and service-oriented.
- Commitment:** Exhibits a high level of personal involvement in one's job, demonstrates persistence in overcoming obstacles and completing difficult assignments; exhibits a strong work ethic; seeks to stay current and be on the leading edge in their field; believes in what the CDHNS does and its purpose.
- Communication:** Excellent writing and verbal communications skills. Speaks and writes clearly and concisely; uses active listening skills; gets messages across efficiently and effectively; demonstrates tactfulness and diplomacy.
- Computer Experience:** Computer literacy required, including competence in the use of MS Office applications (Word, Power Point, Outlook); familiarity with, or willing to learn, use of a member registration database.
- Continuous Quality Improvement:** Collaborates with other team members to deal with events, trends, problems and opportunities and exercises judgment as appropriate; continuously looks for creative ways to improve processes and/or outcomes.
- Flexibility:** Remains open-minded and flexible when presented with changes; copes effectively with pressure and adversity.

- Human Resource Management:** Possesses strong interpersonal skills; has the ability to bring diverse individuals together using strong negotiation, conflict resolution, skills and performance management techniques; addresses the impact of attitude and action on the CDHNS and its members.
- Independence and Decision Making:** Able to work independently and show strong initiative in response to general direction; makes recommendations on complex issues; identifies, initiates, and completes projects and assignments; resourcefulness in developing networks.
- Integrity:** Demonstrates honesty and ethical conduct in dealing with others and handles confidential information appropriately.
- Leadership:** Ability to look at the “big picture” while still attending to details; proven success in strategic thinking and planning; ability to translate priorities into action; a credible leader; leads by example.
- Teamwork:** Works productively as a member of the team to achieve common objectives; capable of taking direction; respects and values the contribution of others in working to achieve the mission and goals of the CDHNS.

Other Requirements

- Able to occasionally travel outside of Halifax Regional Municipality and work some irregular hours.
- General understanding of the CDHNS’s regulatory responsibilities under the *Dental Hygienists Act* and Regulations, and other relevant legislation e.g., Personal Health Information Act of Nova Scotia (PHIA).

In your cover letter, please explain how your education and experience meets all of the areas outlined in this position description.

This position will remain open until a suitable candidate is found, although ideally the start date would be **early August, 2018**. Only applicants selected for an interview will be contacted.

Please forward your resume and cover letter by **July 16, 2018** to: registrar@cdhns.ca

or

Stacy Bryan, Registrar
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Halifax, NS B3L 4G4