Career Opportunity: Policy Analyst/Knowledge Exchange Coordinator

POSITION DESCRIPTION

The Nova Scotia College of Pharmacists (NSCP) requires a full time Policy Analyst / Knowledge Exchange Coordinator to join its highly motivated and skilled staff team. The NSCP is the regulatory authority for the practice of pharmacy in Nova Scotia, with a mandate to maintain standards of practice and professional accountability in the practice of pharmacy. The NSCP licenses pharmacists, pharmacy technicians and pharmacies, regulating the practice of these professionals and the community pharmacies where they practice. As a member of the Nova Scotia Regulated Health Professions Network, the NSCP also collaborates with government and other healthcare system stakeholders to uphold and protect the public’s best health interest.

Working in a team environment, the Policy Analyst / Knowledge Exchange Coordinator will be required to provide a full range of duties with a high degree of competence and independence. Responsibilities will be divided among two key areas: policy research and development; and external communications.

Policy Research and Development

As the successful applicant, you will bring your extensive experience in policy development and analysis to your responsibility of providing information and advice on issues that impact the College’s strategic direction and policy-making. This involves researching complex issues through the collection and analysis of qualitative and quantitative information from a variety of sources including provincial, inter-provincial and federal legislation and policies, stakeholder consultations, literature reviews, and relevant databases; and producing succinct summaries for internal and external stakeholders.

You will develop clear, concise, evidence informed background documents on assigned issues, ensuring the NSCP has the information required to support sound decisions on pharmacy practice issues that impact the public. You will provide expertise and knowledge to support the policy work of the NSCP staff team and will support the Council and Registrar in the submission of regulations to government.

External Communications

You will use your strong skills in communications, change management and event planning in meeting your responsibility to oversee and implement a communication plan that aligns with the College’s strategic goals; developing and executing change management initiatives; and leading knowledge exchange projects.
You will direct and implement communication activities, including through the use of social media, to achieve an exchange of knowledge between the NSCP, researchers, registrants, and the public; and develop and manage a process for obtaining stakeholder feedback with respect to policy, guidelines and regulatory development.

**Education and Experience**

You have a Master’s degree program (preferred), or an equivalent level of expertise, and a minimum of five years of experience in policy writing and analysis, both preferably in the public or health sector. You have completed an undergraduate degree or diploma in communications (or equivalent), and have experience in executing communication plans, including planning and implementing knowledge exchange activities, and have direct experience with online content management systems and social media for organizations.

**Salary**

Salary is commensurate with education and experience.

**Application**

To apply, please send your resume and cover letter to careers@nspharmacists.ca by Friday, August 26, 2016. The NSCP appreciates all applications received; however, only those selected for an interview will be contacted.