Employment Opportunity: Policy Development and Research Manager

The Nova Scotia College of Pharmacists (NSCP) is the regulatory authority for the practice of pharmacy in Nova Scotia with a mandate to protect and promote the public’s health interest. The NSCP oversees the registration of pharmacy professionals and community pharmacies, establishes the standards of pharmacy practice and oversees quality assurance programs to ensure these standards are met, and investigates and addresses complaints and concerns related to pharmacies and pharmacy professionals following the professional accountability processes set out in legislation.

As an organization, the NSCP is committed to accountability, fair process, evidence-informed health care practice, collaboration, and continuous quality improvement and is looking for a candidate who shares the organization’s commitment to safeguarding the public’s health interest and a willingness to work together as part of a team.

POSITION DESCRIPTION

The NSCP requires a Policy Development and Research Manager to join its highly motivated and skilled staff team.

Working in a team environment, the Policy Development and Research Manager operates with a high degree of competence and independence and demonstrates strong organizational and communication skills. The Policy Development and Research Manager leads and conducts research, summarizes policy issues, prepares synopsis on relevant issues to inform the decisions of the NSCP Council, and drafts related communications to various provincial and national stakeholders, including governments, professional associations and pharmacy registrants.

Responsibilities of the Policy Development and Research Manager will be primarily divided among three key areas: policy development, research, and communications.

Policy Development

The Policy Development and Research Manager will bring their experience in policy development and analysis to their responsibility of providing information and recommendations on issues that impact the College’s mandate, 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. Clear, concise, evidence informed background documents will be developed on assigned issues, ensuring the NSCP has the information required to support sound decisions on pharmacy practice issues that impact the public. The Policy Development and
Research Manager will also advise the Registrar and Council on the implications of policies, including trends, risks and developments.

**Research**

The successful applicant will lead, conduct, and manage the research and analysis required to inform the NSCP white papers, professional notices, Council meeting synopsis and reports. Along with providing analysis of data and information found in the existing literature, the Policy Development and Research Manager will conduct and/or direct other forms of research, including through survey and focus groups. The successful applicant will be expected to analyze, synthesize, and summarize dense and complex information accurately, clearly, and within a short time-frame, monitoring issues related to emerging policies / trends pertaining to professional regulation and/or pharmacy practice.

**Communications**

The Policy Development and Research Manager will develop and maintain effective relationships with appropriate stakeholders and will meet with key stakeholders to both gather input on NSCP policy issues and to consult and inform on the relevant research of others. S/he will promote public understanding of strategic issues and NSCP decisions. The successful applicant will produce talking points, briefings, research notes, and PowerPoint presentations for both internal and external audiences. S/he will write regular articles for the NSCP Bulletin, updates for the NSCP website, and compose other written materials as required.

**EDUCATION, EXPERIENCE AND COMPETENCY REQUIREMENTS**

The successful applicant will take a logical approach to planning and problem solving and will analyze issues and problems systematically and thoroughly. S/he will exhibit initiative, strong leadership skills and a positive attitude and be comfortable working independently. The successful applicant will speak and write clearly and concisely, ensuring key messages are relayed efficiently, effectively, and appropriately. S/he will demonstrate strong project management skills. The successful applicant will be comfortable working with Google / G Suite® products and is competent in using Microsoft Office® software.

The successful applicant will be knowledgeable of the Nova Scotia healthcare system and provincial health policy with knowledge of federal health policy being considered an asset. Experience in administrative law and/or regulation would also be considered an asset.

A minimum of 5 years previous experience in the area of policy development and/or research is required. A Masters Degree in Public Policy, Public Administration or Political Science is preferred but not required.

**SALARY**

Salary is commensurate with education and experience.

**APPLICATION**

To apply, please send your resume and cover letter to careers@nspharmacists.ca by July 27, 2018. The NSCP appreciates all applications received; however, only those selected for an interview will be contacted.