



Company Profile

The College of Dental Technologists of Ontario (the “College”) is the governing body established by the provincial government to regulate the practice of dental technology in Ontario and exists to serve and protect the public interest. The College protects the rights of patients to safe, competent and ethical care by ensuring that dental technologists maintain professional standards of practice and are held accountable.

Position Details

Position: Regulatory Affairs Analyst

Supervisor: Registrar, Coordinator, Policy and Strategic Projects

Type: Ten (10) week contract, 35.0 hours/week, Paid

Location: Remote with the potential of occasionally working in office

POSITION SUMMARY

The incumbent to this role will take direction from the Coordinator, Policy and Strategic Projects to support the implementation of the Strategic project work plan.

KEY RESPONSIBILITIES

The key responsibilities outlined below are interpreted as being descriptive in nature and are not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties:

REGULATORY TASKS

- Support the Registrar on implementing and monitoring the six priorities of the College’s strategic plan;
- Support project leads on strategic projects by providing input, leadership and mentoring for project management across all staff levels;
- Report on the progress, problems and solutions of strategic projects to the Registrar, Council, Committee or various stakeholders as necessary;
- Mitigate risk by anticipating and taking appropriate action to address issues that could potentially affect the achievement of any projects;
- Undertake project research, literature reviews, data/information gathering and analysis to enhance subject-matter knowledge;
- Provide support for stakeholder and partner engagement through surveys, committees, and/or working groups;
- Provide oversight and implementation support for project activities to ensure achievement of objectives and goals;
- Develop reports, briefing notes, project proposals and presentations in collaboration with project leads and Policy and Strategic Projects Coordinator;
- Contribute ideas to advance CDTO’s strategic goals; and
- Maintain standards and ensure all communications and written materials accurately reflect the College’s brand including proofreading and copy-editing.

GENERAL

- Any other duties commensurate with grade/status as required by the Registrar or Policy and Strategic Projects coordinator.

QUALIFICATIONS

This position is funded in part by the Government of Canada, Youth Employment Strategy, Canada Summer Jobs Initiative. The applicant;

- Must be between 15 and 30 years of age at the start of employment
- Must be a Canadian Citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment and,
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

The interview session, if you are selected, will be done virtually. The position at this time due to Covid-19 restrictions and safety considerations for College staff will be remote (Work from home). The candidate should be advised that they may be required, if necessary, to go into the physical office, but this is dependent on restrictions in place at that time.

EDUCATION, EXPERIENCE, KNOWLEDGE

- Completion of an undergraduate degree, preferably in public policy and/or a research related field;
- Knowledge of the regulatory and legislative framework for the governance of health care professions in Ontario to ensure that the practices, policies of the College meet legal requirements. Specifically, knowledge is required of the Regulated Health Professions Act (RHPA), 1991, Health Professions Procedural Code, schedule 2 to the RHPA, the Dental Technology Act, 1991 and regulations made under these Acts;
- Exceptional interpersonal and relationship management skills with ability to gain cooperation and build trust as a means of influencing outcomes;
- Knowledge of protocols, and legislation regarding protection of privacy of individuals such that information regarding members of the College, their patients/clients, and members of the public, and witnesses is appropriately protected.

SKILLS

- Ability to manage multiple tasks and work in a fast-paced environment where team members must support each other and the Registrar to accomplish work;
- Ability to work independently and with teams providing situational leadership to achieve goals;
- Ability to function at an intermediate to advanced level with MS Office and Adobe applications;
- Ability to upload and update documents to a website;
- Ability to use independently standard office equipment such as computers, copiers and printers;
- Highly developed presentation skills to convey complex information in an organized manner easily understood by audiences with various levels of knowledge and technical understanding;
- Excellent writing skills to prepare a variety of communication pieces for electronic and print mediums, prepare correspondence and document minutes;
- Excellent listening and enquiry skills to understand public and member comments/concerns, to understand meeting proceedings and to make notes for follow-up.

ANALYSIS AND JUDGEMENT

- Advanced judgement to make independent decisions and to provide appropriate advice to the Registrar and committees;
- Tact, diplomacy and empathy to provide appropriate responses to members and stakeholders without conveying a personal or College “opinion”;
- Discretion to not disclose confidential information or demonstrate personal feelings, and to maintain professional demeanour at all times;
- High level of political and organizational acuity to distinguish when issues may draw public attention and to ensure that such issues are escalated appropriately to the Registrar.

The College of Dental Technologists of Ontario is an inclusive employer. Accommodations are available under the Ontario Human Rights Code.

To apply: This position is funded in part by the Government of Canada, Youth Employment Strategy. Please provide your résumé and a cover letter to info@cdto.ca of no more than 2 pages outlining how your education and experience relate to the criteria in this post. Only candidates who are selected for an interview will be contacted. We are looking to fill the position immediately.