

Decision Writer

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The Royal College of Dental Surgeons of Ontario (RCDSO) is a leader in health care regulation. As the governing body for more than 11,000 dentists in Ontario, our mission is to act in the public interest by putting patients first. We are committed to transparency, accessibility, openness, and fairness in all our work.

Bring your excellent writing expertise, as well as your superb communication, analytical and organizational skills to our team as a Decision Writer in the College's Professional Conduct and Regulatory Affairs (PCRA) department.

The College's PCRA department responds to inquiries from the public about dental concerns, investigates the conduct, competence and capacity of dentists, provides support to the Inquiries, Complaints and Reports Committee (ICRC Committee), Discipline Committee and Fitness to Practise Committees in their decision-making roles and enforces committee decisions.

The Decision Writer is responsible for supporting the College's ICRC Committee in its review and disposition of complaints and reports. As part of that support, you will attend meetings of ICRC Committee panels and draft accurate, clear and cogent written reasons for all ICRC Committee decisions.

This role allows the successful candidate to work remotely, with the capacity to attend mandatory in-person meetings as required. At this time, we are only considering candidates located in Ontario or who are willing to relocate and who are authorized to work in Canada.

What can I expect to do in this role?

Reporting to the Senior Counsel, the key responsibilities of this role include:

- Draft decisions and reasons of the ICRC, undertakings, remedial agreements and allegations of professional misconduct, incompetence and incapacity according to College timelines
- Draft correspondence at the direction of the ICRC, including requests for expert opinions, requests for further information
- Support panels of the ICRC in meeting their statutory obligations
- Provide information to panels of the ICRC about College Standards, policies, protocols, guidelines, practice advisories and relevant legislation
- Review and analyze records of investigation for completeness for consideration by the ICRC

- Identify key issues raised in PCRA investigations
- Work collaboratively with investigative staff in preparation for and at meetings
- Track required data about assigned cases, and complete appropriate document management
- Draft articles/summaries for publication on the College's website or for staff purposes
- Participate in orientation and training for the ICRC
- Engage in project work and with working groups as needed
- Fulfill other tasks assigned by Senior Counsel or Director, PCRA

What skills and background do I need?

The Decision Writer requires:

- Completion of university degree in a related field (LL.B or J.D. preferred)
- Excellent communication skills (verbal and written)
- Facility in analyzing, synthesizing and summarizing large volumes of information both verbally and in writing
- Superior computer skills, including Microsoft Office and Adobe Acrobat Pro, and facility working with a database and SharePoint
- Strong document management and organizational skills
- Confidence in working independently
- Sound judgment
- Respectful demeanour, tactfulness and ability to support panels in their review of diverse or complex matters
- Strong attention to detail and accuracy
- Ability to excel in a dynamic fast-paced team environment while working remotely
- Demonstrated ability to cultivate various points of views and reconcile different perspectives
- Demonstrated ability to sift through large amounts of information and ask key questions
- Knowledge of dental terminology is an asset
- Experience working for another regulator is an asset
- RCDSO is building its bilingual (French/English) capacity and French language proficiency is an asset

Compensation and Total Rewards

- Base annual hiring salary from \$115,092.38 to \$129,478.93, commensurate with experience
- Comprehensive extended health benefits package, paid vacation, wellness and sick days
- A matched Pension Plan (up to 8% of salary), Voluntary Tax-Free Savings Account (TFSA) and Registered Retirement Savings Plan (RRSP)

- Job and/or career-related learning and development opportunities
- Half-day Fridays between July 1st and September 1st as well as a half-day workday before statutory holidays
- Onsite gym, corporate discount to GoodLife Fitness, and wellness-related webinars
- Opportunities to connect with colleagues through virtual and in-person social events

How do I apply?

To apply to this vacancy please submit your resume and cover letter describing why you are interested in this position and how your knowledge and skills may be well suited for the role via the **RCDSO Job Portal** on our [Careers](#) page by **July 24, 2024 at 5 pm**.

Our recruitment process is conducted remotely unless otherwise specified.

Thank you for your interest; only applicants selected for an interview will be contacted.

The Royal College of Dental Surgeons is an inclusive employer.

Accommodation is available upon request under the [Ontario Human Rights Code](#).

www.rcdso.org