



## **Legal Counsel & Chief Privacy Officer**

Full-time/permanent (**Designated**)

Office Location: Dartmouth, NS (option to work remotely)

Date Posted: January 17, 2025

*Doctors Nova Scotia (DNS) is the professional association representing all physicians in the province. The association has more than 3,500 members, including practising physicians, retired physicians, medical students and residents. Doctors Nova Scotia is the collective voice of physicians in Nova Scotia. On behalf of the province's doctors, the association is committed to working with all partners in health-care delivery to ensure Nova Scotia is positioned to recruit and retain talented and skilled physicians, introduce new and innovative ways to deliver health care, and continuously look for ways to improve patient care and access. Learn more about Doctors Nova Scotia by visiting [www.doctorsns.com](http://www.doctorsns.com).*

### **Our commitment to equity, diversity and inclusion**

Doctors Nova Scotia is committed to developing and supporting a more diverse, inclusive and equitable environment for both physicians and staff. Our goal is to have a diverse workforce that represents the individuals we serve. ***This is a designated position open only to candidates who identify as*** Indigenous, African Nova Scotians or other Racially Visible Persons, Persons with Disabilities, and 2SLGBTQ+. If you are a member of one of these equity groups, you are encouraged to self-identify on your application.

Equity, diversity, inclusion, reconciliation and accessibility (EDIRA) are woven into the fabric of DNS through an EDIRA framework. The association's commitments to EDIRA are upheld through regular education sessions; a Respectful Workplace Policy for staff, Board and committee members; external audits; staff EDIRA committee & TRC (Truth & Reconciliation committee); and routine application of an equity lens in all organizational decision-making. If you have questions about how DNS can ensure a safer place of employment for you, or how the hiring process can accommodate your needs, we invite you to reach out to Basma Deef, our Senior Diversity Advisor at [basma.deef@doctorsns.com](mailto:basma.deef@doctorsns.com).

### **Why work with us?**

When people come to work at Doctors Nova Scotia, they stay. That's because we value our people and we're passionate about what we do. We have an award-winning culture that inspires everyone to work to their full potential. Trust and accountability are the foundation of our workplace culture. Flexibility and fun are just a few of the elements that we cherish.

We offer an extensive combination of benefits and perks to inspire positivity and productivity.

- Flexibility/working remotely: To support work-life balance, we offer options for flexible work location and hours. Doctors Nova Scotia believes that flexibility in allowing employees to choose where and when they work plays a foundational role in maintaining our positive and productive organizational culture. You choose where you do your best work, and of course

we will provide you with the tools and technology you need if you are working remotely. **We will require you to attend meetings or events at our office in Dartmouth as needed.**

- Flexible Holiday Policy: In line with our Equity, Diversity, Inclusion, Reconciliation and Accessibility (EDIRA) efforts, we aim to offer flexibility for employees to observe holidays that may not be nationally recognized in Canada. We understand that our community is diverse and values a variety of cultural and religious holidays that are not covered by statutory holidays.
- Half-day Fridays in the summer: You heard that right. Take off at noon and enjoy the sun while it's here!
- Wellness: We provide a \$500 annual wellness benefit for our employees.
- Benefits Plan: Your employee benefits include access to a health and dental plan with a \$300/year health spending account, a defined benefit pension plan and an employee and family assistance program.
- Vacation: You'll start off with three weeks of paid vacation – and we'll encourage you to use it!
- Fun: We recognize that even though we are working, it's important to have fun. Although working remotely has required us to be creative about staying connected and having fun, we still make it a priority. We celebrate birthdays, and as a bonus, everyone gets to take the afternoon off on their birthday!
- Location: If you are working at our office in Burnside, you'll have access to lakeside trails just across the street and plenty of free parking for staff and we're just a minute from Dartmouth Crossing for lunchtime errands and shopping.

### **Your opportunity**

We are looking for an experienced lawyer to join our organization. Reporting to the Director, Physician Compensation & Negotiations, you will be responsible for providing practical and wide-ranging advice to management and staff on legal and privacy matters, which includes but is not limited to drafting, reviewing and/or interpreting contracts, policies, procedures, legislation and correspondence.

### **Job responsibilities include:**

#### **Legal Counsel:**

- Drafting, reviewing, monitoring and revising contracts and other legal documents in accordance with the association's legal and business requirements.
- Managing and mitigating legal and business risks by designing, implementing and working with others to develop policies and procedures.
- Ensuring compliance with all laws and regulations that apply to the business, and monitoring and advising on legislative or regulatory changes of interest or impact to the association.
- Providing advice on matters relating to governance, HR and other issues as needed.
- Promoting legal, compliance and risk management best practice throughout the association.
- Assisting the Negotiations and Contract Governance team with advocacy and contract negotiations, implementation, interpretation and compliance.
- Providing clarification on legal language or specifications to everyone in the organization.
- Working collaboratively with the Physician Advisory Team on practice support matters and advocating for physicians' interests in areas that include physician compensation contracts, Incentive Programs with Return of Service agreements and other contractual matters as needed.

- Consulting external legal counsel as required and monitoring billings from those individuals/firms.
- Participating on committees and working groups as needed.

**Chief Privacy Officer:**

- Serving as information privacy consultant to the association.
- Advising on privacy initiatives related to e-Health that impact or are likely to impact DNS physician members.
- Serving as a member of the internal DNS cyber security incident response team.
- Monitoring current legislation & regulations and advising the association on compliance issues/concerns.
- Working closely with the Communications team to provide educational materials to members on key privacy matters such as compliance with the *Personal Health Information Act (PHIA)* and other related legislation.
- Monitor decisions from the Office of the Information and Privacy Officer and advise the association and members of any decisions that may impact privacy practices.
- Draft and update policies and procedures as required.

**Preferred skills and experience include:**

- A degree in Law and a member in good standing of the Nova Scotia Barristers Society (or ability to become a member) is required.
- Experience with contract development and management.
- An ability to facilitate and support change and work collaboratively with a wide constituency of internal and external stakeholders.
- Excellent interpersonal skills.
- A high level of competence in both written and verbal communication.
- An ability to provide creative solutions to complex problems in support of advocacy for physicians.
- Strong research and practical analytical skills.
- A high degree of tact and diplomacy.
- Strong planning, organizational and time-management skills.
- Sound judgment and decision-making skills.
- A demonstrated knowledge and understanding of privacy legislation and regulations.

**Any of the following would be considered an asset:**

- A minimum of 5 years' experience as a practicing lawyer.
- An understanding of the principles of equity, diversity, inclusion, reconciliation and accessibility (EDIRA) as DNS is committed to ensuring that EDIRA is an integral component of our culture.
- Experience in negotiations and labour relations.
- A broad and current understanding of the Canadian and Nova Scotia Health systems, especially as they apply to physician services and compensation.

**Required:**

- Flexibility for evening and weekend work as needed.
- The ability to attend meetings/events at our Dartmouth office as needed.

**Closing Date: February 7, 2025**

**Salary:**

Annual salary ranges from \$105-125k. Starting salary depends on the experience and skills the candidate brings to the position.

***Interested? Please forward your resumé and cover letter to:***

Shilo Mann

[Shilo.mann@doctorsns.com](mailto:Shilo.mann@doctorsns.com)

***Doctors Nova Scotia thanks all applicants; however, only those selected for an interview will be notified.***