



## Policy Officer

**Designated**, full-time/permanent

Office location: Dartmouth, NS

Date posted: November 6, 2024

*Doctors Nova Scotia (DNS) is the professional association representing all physicians in the province. The association has 35 employees and serves 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 EDI 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 EDI & TRC committees; and routine application of an equity lens in all organizational decision-making. If you have questions about how DNS can ensure a safe place of employment for you, or how the hiring process can accommodate your needs, we invite you to reach out to our Policy Advisor, Samantha Graham at [samantha.graham@doctorsns.com](mailto:samantha.graham@doctorsns.com).

### **Our opportunity**

We want to fill a full-time, permanent position with our Policy & Physician Wellness team. Reporting to the Policy Advisor, you will be responsible for identifying emerging issues and will work with other DNS staff, physician members and external stakeholders to develop health policy positions, strategies and programs that align with the Doctors Nova Scotia's strategic and business plans. You will participate in a diverse range of projects.

### **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, and Accessibility (EDIA) efforts, we aim to offer flexibility for employees to observe holidays that may not be nationally recognized in Canada. We understand that our community at DNS 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.

**Job responsibilities include:**

- Providing project management support for policy development, physician leadership programming and wellness initiatives. This includes overseeing aspects of programming, developing project plans, scoping work, and supporting physicians and other stakeholders to engage with projects.
- Supporting committees and sections within the organization as needed.
- Conducting policy, environmental and legislative scans, and targeted research on a range of health care topics.
- Monitoring public policies and Hansard, and collating political trends from physician, stakeholder, and partner engagement.
- Identifying opportunities for Doctors Nova Scotia to proactively influence health-system policy.
- Coordinating DNS's policy response to inquiries from physicians and members of the public through drafting emails, briefing notes, and conducting background research.
- Preparing and/or contributing to documents of various lengths and complexities, including president correspondence, policy reports, briefings, submissions, presentations, surveys, meeting notes, speaking points and magazine articles, based on policy topics and DNS priorities.

**Your skills and experience include:**

- Experience in project management and ability to work on a number of projects simultaneously.
- Understanding of Nova Scotia's health system (including health issues of provincial and national priority) and political landscape.
- Strong problem-solving skills with the ability to engage numerous stakeholders in achieving a desired outcome.
- The ability to communicate and synthesize complex issues verbally and in writing to facilitate understanding and decision-making.
- Strong understanding of and commitment to equity, diversity, inclusion, reconciliation and accessibility (EDIRA) and the social determinants of health (SDOH).
- Facilitation skills.
- The ability to demonstrate good judgment, solid decision making and act with professionalism and diplomacy.
- Strong organizational and time-management skills.
- The ability to work within tight deadlines with strong attention to detail.

**Our requirements:**

- A minimum of two years' experience in a similar role or ability to demonstrate competency in the requirements outlined.
- University degree and/or combination of equivalent training, education and experience focused on public health, political science, public administration, or sociology.
- Flexibility for evening and weekend work as needed.
- The ability to attend meetings/events at our Dartmouth office as needed.

**Salary:**

Annual salary ranges from \$60,000 - \$72,000. Starting salary depends on the experience and skills the candidate brings to the position.

**Only short-listed applicants will be contacted.**

**Closing Date: November 28, 2024**

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

Giselle Clarke

[giselle.clarke@doctorsns.com](mailto:giselle.clarke@doctorsns.com)