



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: Health Policy Research Analyst
Supervisor: Registrar, Manager of Policy, and Strategic Projects
Type: Eight (8) week contract 35.0 hours/week, Paid
Location: Remote with the potential of occasionally working in the office

POSITION SUMMARY

The Health Policy Research Analyst will support the development and review of the College’s policies, standards, guidelines, and procedures and assist in the improvement of organizational operations to ensure statutory accountability and administrative efficiencies.

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:

POLICY REVIEW AND DEVELOPMENT

- Support and participate in policy and standard development based on best practices (e.g., evidence-based, and risk-based approaches; Equity, Diversity, and Inclusion lens).
- Undertake research, literature reviews, data/information gathering, and analysis related to policies, standards, strategic projects, and/or strategic planning initiatives.
- Develop and review reports, briefing notes, presentation materials, and correspondence in collaboration with the Manager of Policy, and Strategic Projects.
- Collaborate with and support College staff to develop evidenced-based policies, standards, guidelines, and procedures to support the College’s programs to achieve its overall mandate.

RESEARCH AND STRATEGIC PROJECTS

- Conducts research, analysis, and interpretation of current environmental trends; assesses the impact on stakeholders; and assists with communication and implementation plans.
- Support the College in strategic planning, reporting, and monitoring the progress of strategic projects.
- Contribute ideas to advance the College’s strategic objectives.
- Any other duties commensurate with grade/status as required by the Supervisors.

QUALIFICATIONS

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

- be between 15 and 30 years of age at the beginning of the employment period*;
- 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,

* The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

† International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the CSJ program is to support youth entering the Canadian labour market, the temporary nature of an international student’s time in Canada does not allow for a long-term connection to the labour market.



- 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 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 research-related fields.
- Knowledge of the regulatory and legislative framework for the governance of health professions in Ontario to ensure that the practices and policies of the College meet legal requirements. Specifically, knowledge of the Regulated Health Professions Act (RHPA), 1991, the Dental Technology Act, 1991, and regulations made under these Acts.
- Exceptional interpersonal and relationship management skills with the ability to gain cooperation and build trust as a means of influencing outcomes.
- Knowledge of protocols, and legislation regarding the protection of privacy of individuals such that information regarding registrants of the College, their patients/clients, members of the public, and witnesses are 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 within teams providing situational leadership to achieve goals.
- Ability to function at an intermediate to advanced level with MS Office and Adobe applications.
- 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 inquiry skills to understand public and registrants' comments/concerns and 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 leadership team.
- Tact, diplomacy, and empathy to provide appropriate responses to registrants and stakeholders without conveying a personal or College "position".
- Discretion to not disclose confidential information or demonstrate personal feelings, and to maintain a 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.