



Executive Director (Interim) – Part-time, 10 Month Contract Position Halifax, Nova Scotia

The Regulated Health Professions Network (the Network, <https://www.nsrhpn.ca>) was established to create a structured, yet informal, mechanism through which health regulators could more effectively share information to promote best practice. Having grown its membership to 22 regulatory bodies within Nova Scotia, the Network is a forum for members to collaborate on regulatory processes related to the collaborative investigation of complaints, interpretation and/or modification of scopes of practice, and review of registration appeals. Through the Regulated Health Professions Network Act, the Network aspires to create a culture of collaborative, continual improvement focused on public safety.

Reporting to the Network Council through the Executive Committee, the Executive Director (Interim) has responsibility and accountability for providing direction, communication and oversight of the day-to-day operations of the Network. This role is essential in providing strategic leadership to support the delivery of the Network's mandate and will work collaboratively with the Council and the Network members to foster and enable collaboration among regulated health professions in a manner that upholds and protects the public interest, through enhanced regulation by health professions.

The Interim Executive Director (Interim) position is under contract to the Council and fulfills the role of Administrator as identified in the Regulated Health Professions Network Act. This is a part time position of 15 hours/week, to be hired under a contract arrangement for a 10-month period, with potential for renewal.

Key Responsibilities:

- Manage the affairs of the Nova Scotia Regulated Health Professions Network, ensuring safety and security of its data, documents and resources and timely, accurate information on its website.
- Facilitate the Network's policy development, administration and implementation in accordance with the Act, Regulations and By-laws.
- Facilitate the Council's development and approval of annual priorities in collaboration with the Executive Committee.
- Act as the primary resource to the Network Executive Committee and any committees or working groups established under the Act, Regulations and By-laws.
- Manage the Network's finances, including development of the draft annual budget and associated recommendations regarding resources required to address established priorities; provide support for preparation of monthly and year-end financial statements and the annual audit; and ensure Council receives regular financial reports.

- Collaborate with the Executive Committee in planning and preparing for Council meetings including identifying issues; preparing draft agendas; preparing and distributing meeting packages (briefing documents and background information); scheduling and making logistical arrangements.
- Arrange and facilitate the Network's Annual meeting, including preparing and distributing the Annual Report under the direction of the Executive Committee.
- Conduct literature reviews and jurisdictional scans as needed to support the Network's priorities, drafting associated reports and other documents when requested by the Network.
- Oversee terms and deliverables of contracts with service providers (e.g., insurer, auditor, virtual assistant, consultants, legal counsel)
- Oversee terms and deliverables of external grants, including monitoring timelines and preparing reports
- Provide strategic and ongoing communication support to the Council and Executive Committee.

Qualifications and Experience:

A minimum of a bachelor's degree in a regulated health discipline, law, public policy or education and at least 5 years of senior leadership experience in professional regulation, health, or health policy. A master's degree in a field related to the responsibilities of the position is an asset. Applicants who demonstrate the required competencies will be considered.

Required Competencies or Competency Areas:

- Collaboration and Teamwork
- Project management
- Stakeholder Engagement
- Strategic and System Orientation
- Communication and member relations

Specific Knowledge and Skills:

- High level computer skills and software applications
- Oversight of website and email server
- Proficient writing skills and report writing
- Knowledge of administrative law and familiarity with the legislative framework of regulated health professions in Nova Scotia, including as it pertains to professional accountability (complaints and discipline), registration appeals, and scope of practice.

Applications will be received until March 26, 2021. Please submit a covering letter and resume to hr@nscn.ca. Only those applicants chosen for an interview will be considered.

Dated March 9, 2021