



## Who We Are

Founded in 1891, the College of Pharmacists of British Columbia is located on the traditional, ancestral and unceded lands of the xʷməθkʷəy̅əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətał (Tseil-Waututh). The College is a BC health regulatory body and is a vital link in the chain of trust between patients, pharmacists and pharmacy technicians; Its job is to protect the health and safety of the public by licensing and regulating pharmacists and pharmacy technicians and the pharmacies where they practice. The College is responsible for making sure every pharmacist and pharmacy technician in BC is fully qualified and able to provide the public with safe and ethical pharmacy care.

Achieving Excellence Canada's Gold Certification further establishes the College as a modern, relevant and progressive organization, which is able to continue to fulfill its duty to protect the public within an ever-changing provincial health landscape. The College believes in integrity, transparency, and excellence. As part of our team, you can expect to be treated professionally and with respect. We strive to work hard as a team to succeed, while supporting our staff in achieving a healthy work-life balance.

## Our Values

### Accountability

*We value the importance of our work and take responsibility for our decision, words and actions.*

### Integrity

*We act ethically, honestly and in good faith.*

### Indigenous Cultural Safety and Humility

*We help to ensure that Indigenous Peoples have access to a culturally safe healthcare system, free from Indigenous-specific racism.*

### Respect

*We value the feelings, culture and preferences of others and recognize that they are as important as our own.*

## Our Diversity, Equity and Inclusion Commitment

The College is committed to helping our health system become culturally safe and free from Indigenous-specific racism. As recognized in our newly updated Strategic Plan and the [In Plain Sight](#) report, and acknowledged as a gap in our staff complement at the College, we are very interested in recruiting Indigenous individuals into our leadership roles and encourage their applications. We are committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion. The College seeks to attract, retain, and develop a qualified, capable, and diverse workforce that that is reflective of all our communities. We are committed to employment equity by ensuring all human resource practices comply with the provisions of the Human Rights Code, address unintentional bias and are impartial, fair and honest. The College also fosters a welcoming, inclusive, and respectful environment where ongoing diversity, equity and inclusion learning and training are offered; cultural and social awareness are provided; and religious observances are acknowledged.

## About the Role

Based in Vancouver, the College is seeking to hire a policy analyst with a regulatory and/or public policy development background to take on the permanent, full-time position of **Policy and Legislation Analyst**. Reporting to the Director of Policy and Legislation, the successful candidate will have well-developed critical thinking and analytical skills and demonstrated proficiency in researching, summarizing and presenting complex information in various formats and settings, as well as demonstrated abilities to learn rapidly and to balance collaborative work with independently performed tasks. The ideal candidate will be familiar with the structures and processes by which policy and legislation is developed and implemented in the public sector and will be knowledgeable about the provincial health care system and provincial and/or federal legislation relevant to health care generally and to the regulation of pharmacy in particular. This position will work in a rapidly evolving policy and regulatory environment and the successful candidate will be expected to hit the ground running.

## Essential Duties

- Plans and undertakes data gathering, processing and analysis, and preparing summaries of findings. This may include developing literature reviews, cross-jurisdictional research, and environmental scans.
- Communicates and presents findings and observations to project teams, colleagues, management, and external partners.
- Researches, plans, develops, and evaluates policy documents to ensure bylaws and policies reflect best practice.
- Leads and/or supports the development of policies and bylaws throughout all stages of the process, working with legal counsel, other College staff and consultants.
- Prepares and contributes to the development of a range of related documentation, including policies, briefing notes and other briefing materials, presentations, and legislation.
- Works collaboratively within a small team of analysts and policy consultants and supports other team members in the development and maintenance of policy and legislative frameworks and tools.
- Manages projects that may identify and inform future legislative/operational plans.
- Provides input on proposed policies, regulations and legislation from other regulatory bodies, government, and other organizations.
- Researches and analyzes matters that have relevance provincially as well as inter-provincially and/or that relate to federal and international policies, programs, and legislation.
- Reviews and analyzes relevant reports and other documentation from other partners where required, to contribute to the development of the College's positions.
- Supports the production of briefing materials for the Legislation Review Committee (LRC), Prescribing and Drug Administration Committee (PDAC), and the Board, as needed.
- Stays current and informed on emerging pharmacy practice and other health policy and regulatory issues.
- Participates in the development and implementation of policy consultations with internal and/or external partners, including developing consultation materials, monitoring feedback, and summarizing feedback, as required.
- Coordinates committee meetings and meetings with internal and external partners (e.g., engagement sessions, LRC and PDAC meetings) and attends meetings as required.
- Builds effective relationships and linkages with College staff as well as with registrants.
- Develops and maintains a process for managing inquiries and requests for information about policy and regulation received by the team.

## Qualifications, Skills and Knowledge

- Bachelor's level or higher degree in a policy related field (e.g., political science, public administration, health administration, law).
- Over 2 years of relevant work experience (or an equivalent combination of education and experience).
- Experience with regulatory or public policy development.
- Knowledge of the provincial health care system (in BC or another province) is an asset.
- Knowledge of provincial and/or federal legislation relative to health care and/or pharmacy practice is an asset.
- Anti-racism and/or diversity, equity and inclusion training or equivalent self-directed training is an asset.
- Indigenous Cultural Safety training or equivalent self-directed training is an asset.
- Exceptional written communication skills.
- Good critical thinking and analytical skills.
- Demonstrated proficiency in summarizing complex information.
- Good verbal communication skills, including demonstrated proficiency in delivering presentations.
- Intermediate computer skills with proficiency in Microsoft 365 products and Microsoft Teams.
- Demonstrated knowledge of how to apply appropriate techniques to facilitate effective change management.
- Strong detail orientation and a drive for accuracy.
- Ability to work collaboratively with a team, interacts respectfully and is inclusive of everyone.
- Ability to build and maintain effective working relationships with all internal and external partners.
- Emotional intelligence with an ability to be understanding and manage own emotions.
- Ability to maintain objectivity and fairness.
- Ability to be approachable and actively listen.
- Ability to maintain tact when dealing with diverse groups of people with different personalities.
- Ability to exercise a high level of integrity, diplomacy and discretion when working with confidential and/or sensitive information, and to exercise good judgement in protecting such information.
- Ability to use a common sense approach and demonstrate sound judgement.
- Ability to consistently organize work duties, set priorities and deliver results under pressure.
- Commitment to continual learning and a drive for intellectual curiosity to innovate and improve.

## Salary and Benefits

The College provides a total rewards program that includes competitive compensation, extended healthcare, a defined benefit pension plan and other benefits. We offer opportunities for personal and professional growth; provide flexibility; strive for work-life balance; and provide an excellent and dynamic work environment where innovation, teamwork and creativity are highly valued.

## How to Apply

The College offers accommodation for applicants with disabilities to take part in the selection process. Please let us know if an accommodation is required when you are contacted about an interview and/or assessment. All information in relation to accommodation is kept confidential.

Please submit a cover letter and resume to [hr@bcpharmacists.org](mailto:hr@bcpharmacists.org) by end of day **Friday, June 16, 2023**. References, education and professional credential verifications, and a criminal record check may be required for all final candidates.

*\*Please note that applications will not be kept on file and only applicants selected for an interview will be contacted.*