



Who We Are

Founded in 1891, the College of Pharmacists of British Columbia (CPBC) is located on the traditional, ancestral and unceded lands of the xʷməθkʷəy̅əm (Musqueam), Sḵwx̱wú7mesh (Squamish), and səliłwətał (Tseil-Waututh). CPBC 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. CPBC 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 CPBC 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. CPBC 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

CPBC is committed to helping our health system become culturally safe and free from Indigenous-specific racism. As recognized in our updated Strategic Plan and the *In Plain Sight* report, and acknowledged as a gap in our staff complement at CPBC, we are very interested in recruiting Indigenous individuals and encourage their applications.

We are committed to fostering, cultivating, and preserving a culture of diversity, equity and inclusion. CPBC 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. CPBC 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, CPBC is seeking to hire a broadly experienced policy analyst with a regulatory and/or public policy development background to take on a permanent position of **Senior Policy and Legislation Analyst**. This role involves overseeing complex policy development projects, including conducting research, analysis, and evaluation of policies and proposed initiatives within CPBC. The position is designed to influence public policy by offering well-informed recommendations and insights to ensure that standards align with CPBC's values and guidelines.

Reporting to the Director of Policy and Legislation, the successful candidate has exceptional analytical skills and demonstrated proficiency in researching, summarizing, and presenting complex information in various formats, as well as demonstrated abilities to learn rapidly and to balance collaborative work with independently performed tasks. This individual will provide guidance to the team and when required, to CPBC management, staff and relevant partners on policy, regulation, and standards. The ideal candidate will be well-versed in 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. 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

- Leads the development of policy and legislative initiatives (typically arising out of projects).
- Leads and performs complex research and analysis on pharmacy-related matters that have relevance provincially as well as inter-provincially and/or that relate to federal and international policies, programs, and legislation.
- Provides advice and recommendations on policy and legislative issues to the supervisor and to CPBC management, as and when required.
- Leads and/or supports the production of complex briefing materials for the Legislation Review Committee (LRC), the Prescribing and Drug Administration Committee (PDAC), and Board.
- Leads and/or supports the drafting of bylaws (including standards of practice) and policies throughout all stages of the process.
- Leads internal and external consultation and ensures that it is timely, relevant and meaningful.
- Stays current and informed on emerging issues relevant to the practice of pharmacy.
- Works collaboratively within a team of analysts and consultants, and may provide guidance to teammates on policy projects
- Builds effective relationships and linkages with CPBC staff and external organizations.
- Provides assistance and support to CPBC management, as required.

Qualifications, Skills and Knowledge

- Bachelor's or master's degree in a policy related field.
- Over 5 years of relevant work experience (or an equivalent combination of education and experience).
- Experience with regulatory or public policy development in multiple settings.
- Knowledge of provincial and/or federal legislation relevant to pharmacy practice.
- Knowledge of the provincial health care system (in BC or another province).
- Exceptional written communication skills and verbal communication skills, including demonstrated proficiency in delivering presentations and sharing research findings to a diverse audience.
- Exceptional analytical skills and demonstrated proficiency in summarizing complex information.

Qualifications, Skills and Knowledge (*continued*)

- Demonstrated research skills, including capacity to understand regulatory environments and ability to navigate political and organizational complexities to ensure policies reflect best practices.
- Demonstrated awareness of effective change management techniques in relation to policy development.
- Intermediate computer skills - proficient in Microsoft 365 products and Microsoft Teams.
- Strong detail orientation and drive for accuracy.
- Ability to build and maintain effective working relationships with all partners.
- Ability to maintain tact when dealing with diverse groups of people with different personalities.
- Ability to exercise good judgement in protecting confidential information.
- Ability to use a commonsense approach and demonstrate sound judgement.
- Ability to 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 compensation range for this position is \$90,549 to \$108,659 per year based on a 35-hour work week. The starting salary will be determined based on factors such as the successful candidate's job-related knowledge, skills, experience; salaries of other employees in the same salary range; market conditions and other relevant factors.

CPBC provides a total rewards program that includes competitive compensation, extended healthcare, a defined benefit pension plan, extra paid time-off, 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. We have social events and teambuilding activities. We have a flexible work environment that includes a hybrid work model with an assigned schedule confirming days worked remotely and days worked in-office.

How to Apply

CPBC 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. This opportunity will remain posted until filled; however, priority consideration will be given to those who apply by the deadline. References, education and professional credential verifications, and a criminal record check may be required for all final candidates.

Only candidates who meet the criteria for this position will be contacted. As part of this job posting, an eligibility list may be established to fill future vacancies. Candidates considered for the eligibility list will be contacted, pre-screened, and will remain on the list for a period of one (1) year during which they may be considered for other Policy and Legislation Analyst positions that become available. All other applications will not be kept on file.

Application deadline: Friday, August 16, 2024