



Position Title: Registration Lead
Reports To: Director of Registration
Position Type: Full Time
Location: Halifax, Nova Scotia

About Us:

The College of Physicians and Surgeons of Nova Scotia (the College) serves the public by regulating the province's medical profession in accordance with the *Nova Scotia Medical Act* and its regulations. Among other responsibilities, the College licenses physicians to practise medicine, supports high standards of medical practice, and investigates complaints about physicians.

The College strives to create a diverse and inclusive work environment with the aim of representing the communities it serves. We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, other racially visible individuals, as well as people with diverse sexual orientations, gender identities, and expressions. Preference will be given to those candidates who self-identify as a member of one of these equity groups.

Our Opportunity:

The **Registration Lead** reports directly to the Director of Registration. This position leads the day-to-day registration functions.

The **Registration Lead** will have an essential role with the College including the following key responsibilities:

- Leads and manages the day-to-day functions of the licensing and credentialing function
- Reviews, approves, denies, or makes recommendations for applications for registration or renewal of registration
- Reviews, revises, and implements processes, procedures and tools related to registration and licensing to improve service delivery
- Ensures training of all registration policies, procedures, and standards
- Develops policies, standards, and procedures to ensure the Registration Department is making decisions that are consistent with the *Medical Act* and aligned with the mission, vision, and values of the College
- Maintains high morale and a positive culture within the department and the College as a whole

About You:

You are organized, a critical-thinker, and a strong team player who takes personal accountability to deliver on what is expected in your role. You strive for excellence every day. You have excellent communication, interpersonal, prioritization, and organizational skills. You are curious, detail-oriented, diligent, and willing to take on challenges with confidence and have a flexibility to learn.

Strong verbal and written communication skills are required for this role. You have a proven ability to establish and maintain productive and collaborative working relationships with colleagues. You also enjoy working in a fast-paced team environment and rolling up your sleeves to get things done.

You can work under pressure, prioritize goals, and allocate time efficiently. You flourish in a dynamic, changing environment by keeping informed and connected within your role and the College.

You can demonstrate the following core competencies:

- Critical Thinking
- Leadership
- Teamwork
- Communication and Relationship Management
- Continuous Improvement and Problem Solving
- Productivity and Accountability
- Change and Stress Management

You have the following technical Skills and or computer experience:

- Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook)
- Adobe Acrobat
- Microsoft CRM Database

The College invites all qualified candidates to apply. The College takes into consideration post-secondary education, professional accreditation, years of professional experience, as well as lived experience relevant to the position.

If you qualify for the above position, we invite you to apply via email to careers@cpsns.ns.ca with:

- 1) your resume
- 2) and cover letter stating salary expectations

The College is committed to the full inclusion of all applicants. As part of this commitment, the College will ensure that applicants are provided reasonable accommodations, as required. If accommodation is needed to participate in the job application process, please contact Human Resources at careers@cpsns.ns.ca.

The College of Physicians and Surgeons of Nova Scotia supports a healthy work-life balance. We offer a competitive salary and comprehensive benefits package including health and dental plan, pension plan, a health and wellness allowance, educational assistance, and professional development opportunities.

The College of Physicians & Surgeons of Nova Scotia has a mandatory COVID-19 Vaccination Policy which requires all employees to be fully vaccinated against COVID-19. Proof of vaccination is a condition of employment. Successful applicants who are unable to be fully vaccinated based on a protected characteristic as defined in the Nova Scotia Human Rights Act or for a valid medical exemption, must immediately advise Human Resources of their request for accommodation.

Applications will be received until the position is filled. Only those applicants chosen for an interview will be contacted.