

**CANADIAN DENTAL HYGIENISTS ASSOCIATION  
POSITION DESCRIPTION**

**POSITION TITLE:** Manager, Policy, Research and Government Relations

**REPORTS TO:** Director of Dental Hygiene Practice

**HOURS:** Full-time, Indeterminate

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**SCOPE OF POSITION**

The manager of policy, research and government relations is responsible for identifying and responding to key issues relating to oral health and the dental hygiene profession. This involves providing guidance and leadership to support the evolution of the profession based on policy, analysis and research. The manager monitors publications and communications from government, organizations, researchers and the media to ensure that CDHA has well-articulated and evidence-based policy and positions to support our advocacy strategy. Representing the association, the manager collaborates with stakeholders to advance the interests of dental hygienists and the general public.

**KEY RESPONSIBILITIES**

**Policy, Advocacy and Government Relations**

- Manages health policy and dental hygiene scope of practice issues;
- Conducts environmental scans, literature reviews, and surveys on emerging issues;
- Monitors and analyzes policies, regulations, and legislation relating to oral health and the dental hygiene profession;
- Explores opportunities for funding that involve oral health and dental hygiene;
- Develops and maintains collaborative partnerships/relationships with government, associations and other stakeholders;
- Writes policy briefs, reports and advocacy letters based on evidence; and
- Applies critical thinking and research methodologies to the analysis of public policy.

**Research**

- Manages CDHA research issues;
- Acts as staff lead on the Research Advisory Committee;
- Manages committee work, including meeting facilitation and related action items;
- Collaborates with national and international research organizations, including the National Centre for Dental Hygiene Research and Practice (US), the Network of Canadian Oral Health Research, the Cochrane Oral Health Global Alliance, and the Canadian Association of Dental Research;
- Conducts literature reviews, surveys, environmental scans;
- Develops position statements/papers; and

- Acts as program director of the Canadian Foundation of Dental Hygiene Research and Education (CFDHRE). Responsibilities include:
  - Managing the activities of the peer review grants, committees, board nominations and fund development;
  - Preparing publications, including annual reports and magazine/newsletter articles; and
  - Developing and maintaining funding partnerships.

### **General**

- Develops and manages the budgets under his/her responsibility;
- Ensures all activities within areas of responsibility are completed on time and within budget;
- Prepares and submits applications for funding, when the opportunity arises;
- Writes and recruits members to contribute articles for CDHA's *OH Canada!* Magazine;
- Recruits, develops contracts and supervises consultants hired for projects (e.g. facilitation, and document development); and
- Is a resource for members' questions pertaining to health policy, education, research and professional standards.

## **CONTACTS**

### **Internal Contacts**

- Staff at all levels
- CDHA committee members
- CDHA members

### **External Contacts**

- All levels of government
- Dental hygiene stakeholders (e.g. provincial associations, regulatory authorities, accrediting bodies)
- National health organizations, oral health coalitions, Indigenous groups, etc.
- CDHA's advocacy consulting agency and Government Relations Institute Canada
- The oral health research community (i.e. National Centre for Dental Hygiene Research and Practice, Network of Canadian Oral Health Research, Cochrane Canada and Oral Health Global Alliance)

## **DECISION MAKING AUTHORITY**

- Identifies strategies and proposes actions related to above responsibilities, while considering impact on the whole of the organization and in consultation with senior staff;
- Makes decisions to approved budgeted expenses;
- Establishes tasks, procedures and organization of workload and priorities as determined by the Board Ends and the Strategic Plan; and
- Reports to senior staff but requires minimal supervision (self-starter).

## **FORMAL EDUCATION AND TRAINING**

- Registered dental hygienist or university degree (masters preferred) in public health, health administration, government relations or related field.

## **EXPERIENCE**

- Minimum of 5 years' experience in a health policy environment at a management level
- Experience in research, advocacy and government relations
- Strong knowledge of political and government policy-making processes, structures and current priorities
- Experience working with volunteer committee members and conducting virtual meetings

## **KEY SKILLS**

- Ability to analyse and identify key issues and prepare briefing notes
- Excellent communication skills, both oral and written;
- Excellent interpersonal, organizational, and problem-solving skills
- Excellent judgement;
- Excellent project management skills & ability to manage several projects simultaneously;
- Ability to work with a large degree of independence, initiative, and resourcefulness
- Strong computer literacy and database search skills
- Highly numerate with demonstrated proficiency in data management and analysis.

## **DESIRABLE QUALIFICATIONS**

- Bilingual
- Professional networks within health or oral health community

**Approved:** December 13, 2011

**Revised:** February 2019