



## CANADIAN DENTAL ASSOCIATION

The Canadian Dental Association (CDA) is seeking a **Policy Advisor** to join its Governance & Advocacy team on a full-time basis.

The Policy Advisor reports to CDA's Head of Governance & Advocacy and works closely with CDA's Chief Knowledge Officer and Principal Health Policy Advisor. They assist the Governance & Advocacy team by supporting initiatives that influence positive policy outcomes for the dental profession and to advance the oral health of Canadians.

### **The primary focus of this role is to:**

- lead CDA's public policy analysis and development process;
- assist in the monitoring, tracking, reporting, and analysis of emerging public policy developments, identifying areas that impact the dental profession and oral health;
- conduct public policy research for issues impacting the dental profession and oral health;
- draft reports, backgrounders, and position papers on issues pertinent to dentistry and oral health, as well as speaking notes and presentations;
- work cross-functionally with the CDA Communications team to ensure policy products maintain and reinforce CDA's corporate brand;
- assist in presenting CDA public policy positions and other CDA activities to provincial and territorial dental associations and stakeholder groups;
- support the development and maintenance of relationships with relevant stakeholders and public policy experts; and
- provide support to the CDA Board and relevant CDA committees, working groups, task forces, or project teams on matters relating to public policy development.

### **Qualifications:**

- Undergraduate degree in a relevant field of study; Masters degree preferred
- 3-5 years of experience in policy analysis and development or a similar role
- Bilingualism is preferred and familiarity of health policy would be considered an asset

### **Experience**

- Thorough understanding of public policy research and development
- Strong analytical, evaluative, and interpretative skills
- Ability to summarize and simplify large volumes of complex information
- Strong knowledge of federal government policy and consultation processes
- Experience analyzing and synthesizing academic research and publications
- Excellent writing and document preparation skills
- Professionalism and judgment to communicate effectively with, and develop relationships with, high-level stakeholders
- The ability to multi-task while maintaining an above-average attention to detail is essential
- Advanced knowledge of Microsoft Word and Power Point, proficiency in Microsoft Outlook and Excel, as well as experience with virtual meeting platforms such as Zoom

**Deadline for applications is March 18, 2022, only applicants who are selected for an interview will be contacted. We thank everyone for their interest.**

**As part of its commitment to Employment Equity, CDA encourages applications from qualified members of the five designated groups: women, Indigenous peoples, persons with disabilities, racialized people and LGBTQ2+ people. Accommodations are available on request for candidates taking part in all aspects of the selection process. CDA offers a competitive salary and an excellent benefits package.**

**To apply for this full-time opportunity, please forward your résumé with a covering letter to: CDA Human Resources, 1815 Alta Vista Drive, Ottawa, ON K1G 3Y6 or via the e-mail address: [hr@cda-adc.ca](mailto:hr@cda-adc.ca).**