



Decision Writer / Counsel

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The Royal College of Dental Surgeons of Ontario (RCDSO) is a leader in health care regulation. As the governing body for more than 10,700 dentists in Ontario, our mission is to act in the public interest by putting patients first. We are committed to transparency, accessibility, openness and fairness in all our work.

Bring your excellent legal expertise, as well as your superb communication, analytical and organizational skills to our team as a Decision Writer/Counsel in the College's Professional Conduct and Regulatory Affairs (PCRA) department.

The College's PCRA department responds to inquiries from the public about dental concerns, investigates the conduct, competence and capacity of dentists, provides support to the Inquiries, Complaints and Reports Committee (ICRC Committee), Discipline Committee and Fitness to Practise Committees in their decision-making roles and enforces committee decisions.

The Decision Writer/Counsel is responsible for supporting the College's ICRC Committee in its review and disposition of complaints and reports. As part of that support, you will attend meetings of ICRC Committee panels and draft accurate, clear and cogent written reasons for all ICRC Committee decisions. You will also provide legal advice to PCRA Committees, PCRA staff and working groups.

This role is primarily remote.

What can I expect to do in this role?

The key responsibilities of this position include:

(1) Decision Writer Role (approximately 2/3 of the role)

- Draft decisions and reasons of the ICRC, undertakings, remedial agreements and allegations of professional misconduct, incompetence and incapacity according to College timelines
- Draft correspondence at the direction of the ICRC, including requests for expert opinions, requests for further information
- Support panels of the ICRC in meeting their statutory obligations
- Provide information to panels of the ICRC about College Standards, policies, protocols, guidelines, practice advisories and relevant legislation
- Review and analyze records of investigation for completeness for consideration by

the ICRC

- Identify key issues raised in PCRA investigations
- Track required data about assigned cases, and complete appropriate document management
- Draft articles/summaries for publication on the College's website or for staff purposes
- Participate in orientation and training for the ICRC
- Engage in project work and with working groups as needed
- Fulfill other tasks assigned by Senior Counsel or Director, PCRA

(2) Counsel Role (approximately 1/3 of the role)

- Provide legal advice to PCRA Committees, PCRA staff and working groups
- Communicate with members/their legal counsel and other external professionals in relation to ongoing complaints, reports, discipline, interim orders and incapacity matters as required
- Conduct legal research/analysis, drafting and undertake projects of a legal nature, as requested by the Registrar, Assistant Registrar, Director or Senior Counsel
- Liaise with external legal counsel at the direction of the Registrar, Assistant Registrar, Director and/or Senior Counsel
- Provide coverage for Senior Counsel during absences or other times when additional legal support is required
- Keep informed about legal developments in professional regulation
- Occasionally, the Counsel role provides legal advice to other RCDSO departments and projects where authorized by the Senior Counsel, PCRA Director, Associate Registrar or Registrar

What skills and background do I need?

This position requires:

- Completion of law degree (LL.B, J.D. or equivalent)
- Minimum of three years' legal experience
- A lawyer in good standing with the Law Society of Ontario
- Facility in providing legal advice, occasionally on little notice, to Committees and staff
- Knowledge of the Regulated Health Professions Act, related legislation, and administrative tribunal procedures
- Excellent communication skills (verbal and written)
- Facility in analyzing, synthesizing and summarizing large volumes of information both verbally and in writing
- Superior computer skills, including Microsoft Office and Adobe Acrobat Pro, and facility working with a database and SharePoint
- Strong document management and organizational skills
- Confidence in working independently
- Sound judgment

- Respectful demeanour, tactfulness and ability to support panels in their review of diverse or complex matters
- Strong attention to detail and accuracy
- Ability to excel in a dynamic fast-paced team environment while working remotely
- Knowledge of dental terminology an asset
- Experience working for another regulator is an asset

How do I apply?

To apply to this vacancy please submit your resume and cover letter describing why you are interested in this position online at our Careers Webpage located at:

<https://www.rcdso.org/en-ca/about/careers> by **November 1, 2021 at 5 pm.**

During the COVID-19 pandemic, our recruitment process will be conducted remotely.

Thank you for your interest; only applicants selected for an interview will be contacted.

The Royal College of Dental Surgeons is an inclusive employer.

Accommodation is available upon request under the [Ontario Human Rights Code](#).

www.rcdso.org