



BOARD BUSINESS

From the Registrar's Desk

No. 67, December 2018

Deputy Registrar Position

The Provincial Dental Board of Nova Scotia is established by the *Dental Act* to represent and protect the interests of the public in the practice of dentistry in Nova Scotia. The Provincial Dental Board is seeking a part-time Deputy Registrar. Reporting to the Registrar, the Deputy Registrar will assist the Provincial Dental Board in achieving its strategic goals and will be responsible for the management of essential programs with a focus on Mandatory Continuing Education, Dental Practice Review, complaints investigations and projects.

The Deputy Registrar will represent the Provincial Dental Board and may assume the responsibilities of the Registrar where necessary. The Deputy Registrar must be current in trends in dental practice and be committed to working with regulatory stakeholders both internal and external to the Provincial Dental Board.

Requirements for the position are: excellent oral and written communication skills, an open and solution-oriented attitude, strong interpersonal skills, and an ability to think strategically and objectively. The successful candidate must be registered and licensed, or eligible for registration and licensure as a dentist in Nova Scotia, and have at least five years of experience as a practicing dentist. Experience in administrative decision making and supervisory management is essential.

Applicants must forward a letter of application and a current *Curriculum Vitae* with two letters of recommendation to the Registrar of the Provincial Dental Board of Nova Scotia, 210 Waterfront Drive, Suite 103, Bedford, Nova Scotia, B4A 0H3. All applications will be held in strict confidence.

The closing date for applications is January 31, 2019. All applicants will be acknowledged of receipt of their application and short-listed candidates will be interviewed. The Deputy Registrar will assume their duties in March 2019.

Respectfully submitted,

Dr. Martin Gillis, DDS
Registrar



PROVINCIAL DENTAL BOARD OF NOVA SCOTIA

Suite 103, 210 Waterfront Drive, Bedford, Nova Scotia B4A 0H3 www.pdbns.ca