

Job Posting: Assessments Development Manager

Term: Full-time indeterminate position

Location: Ontario (Ottawa preferred, hybrid work model)

Application Deadline: November 29, 2024

The Federation of Dental Hygiene Regulators of Canada (FDHRC) is a federation of organizations which have a statutory responsibility to regulate the profession of dental hygiene within their respective provinces. The mission of the FDHRC is to provide leadership on dental hygiene regulation and standards, enhancing public confidence in the dental hygiene profession.

We are seeking a registered dental hygienist to join our team as the Assessments Development Manager. Reporting to the CEO, you will lead the development of the FDHRC's key assessments: equivalency evaluations, the National Dental Hygiene Certification Examination and the Canadian Performance Examination in Dental Hygiene. Working with the Exam Administration Manager, Administrative Assistant, consultant psychometrician and subject matter experts, you will ensure that the FDHRC's assessments reflect the national entry to practice competency profile, and are reliable, valid and defensible.

Your responsibilities:

You will provide leadership for the development of the FDHRC's assessments, ensuring that the assessments align with the FDHRC's strategic direction to modernize entry-to-practice assessments to reflect current and future best practice. This includes:

- Leading all examination development and maintenance activities, ensuring that the item lifecycle is proactively managed.
- Overseeing and leading the revision of the FDHRC's assessments to align with the 2021 Entry-to-Practice Canadian Competencies for Dental Hygienists;
- Participating in the administration of the CPEDH, acting as the most responsible RDH;
- Leveraging the expertise of subject matter experts to ensure appropriate input to and oversight of assessment decisions;
- Identifying and analyzing emerging assessment trends, ensuring the FDHRC's portfolio of assessments remain relevant;
- Representing the FDHRC at stakeholder meetings and conferences.

Must Have Qualifications

- Degree or diploma in Dental Hygiene with current registration in good standing in Ontario.
- 10+ Years as a Registered Dental Hygienist (RDH), including at least 5 years of clinical experience.

- Excellent writing and communication skills with the ability to create, review, and critically appraise exam items and documentation
- Strong project execution skills with the ability to drive initiatives from planning through completion.
- Self-management and accountability, demonstrating initiative and the ability to work independently.
- Detail-oriented with ability to make strategic connections, focusing on details while maintaining a broader perspective.
- Proficient in computer skills, including experience working with MS Office (Word, Teams, Excel, and PowerPoint).
- Fluency in English, both written and spoken

Desired Qualifications:

- Bachelor's degree and/or master's degree in a relevant field.
- People management experience.
- Bilingual (English and French). Additional languages an asset.

What We Can Offer You:

- Hybrid work model. Note: the preferred candidate will reside in the National Capital Region (or a commitment to move to the NCR within six months), but at minimum, must reside in Ontario as there will be some requirement to remain available to come onsite for meetings in the National Capital Region, when required (for example: team meetings, Committee meetings, examination sittings).
- Self-Administered Health Plan, paid as a percentage on top of salary.
- Four weeks of vacation, as well as paid office closure between December 25 and January 1.
- For full-time employees, twelve paid sick leave and flex days per year.
- Professional development support.
- A culture that values empowerment, professionalism and engagement.

The hiring salary range for this position starts at \$100,000 depending on experience. Candidates who do not meet all of the position requirements may be considered in an underfill capacity, in which case the candidate would be hired at a lower level than the position level.

Please submit your cover letter and resume to kjordan@fdhrc.ca. Note that the FDHRC is committed to Indigenous reconciliation as well as equity, diversity, inclusion, and accessibility. We encourage qualified applications from all equity seeking individuals. We thank all applicants for their interest; only those selected for an interview will be contacted. Accommodations are available on request for candidates taking part in all aspects of the selection process. To request accommodation, please email the CEO at kjordan@fdhrc.ca.