



College of Physicians and Surgeons of British Columbia

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JOB DESCRIPTION

Document Editor, Registration

POSITION SUMMARY

Reporting to the executive director, registration, the document editor's primary responsibility is to review and edit registration-related documentation prior to final review by the executive director.

DUTIES AND RESPONSIBILITIES

Duties include but are not limited to the following:

- review draft summaries, minutes and assessment reports for the Registration Committee, and review draft outcome letters arising from Registration Committee meetings
 - review and edit summaries and assessment, as assigned
 - draft, review and edit letters for review by the executive director
 - ensure documents are well-organized, accurate, consistent and in compliance with applicable regulations, and adhere to the College's *Editorial Style Guide* and writing standards
 - apply College standards, the *Health Professions Act*, the College Bylaws and information contained in the College's *Practice Standards and Professional Guidelines* in the formulation of documents
 - amend the general language of letters as assigned to ensure the information is understandable to the general public and set out in accordance with writing best practices
 - draft, edit and format Registration Committee policies for publication on the College website
- documentation support
 - draft or edit template letters as required, ensuring consistency in language and style
 - assist in the development of other forms or materials as they arise

SKILLS AND QUALIFICATIONS

Required skills and qualifications include:

- at least five years of experience in a legal environment as a paralegal or a similar position (paralegal certificate or diploma preferred)
- experience with decision writing and familiarity with legal and medical terminology
- alternatively, a background in health care, excellent writing skills and a willingness to acquire familiarity with relevant legal concepts
- working knowledge of Microsoft Office applications
- excellent oral and written communication skills
- specifically, the ability to write and edit the work of others in short declarative sentences
- ability to clearly set out complex information unambiguously and at a level that may be read, understood and appreciated by someone with grade ten reading skills
- critical knowledge and understanding of how to apply College policy and the *Health Professions Act*
- excellent administrative and organizational skills
- proven ability to perform multiple tasks, balance continuous demands and priorities, and meet deadlines
- strong interpersonal skills
- ability to work both independently and as a team member
- ability to maintain a calm demeanor during busy or stressful times
- ability to exercise good judgment in recognizing scope of authority and protecting confidential information a must
- analytical thinker
- detail orientated
- initiative and strong problem-solving skills

The College of Physicians and Surgeons of British Columbia has been recognized as one of BC's top employers since 2011 and one of Canada's top 100 employers since 2014. Our goal is to attract, develop and retain highly talented employees. We offer an excellent working environment, opportunities for personal and professional growth, and a comprehensive benefits package.

All applications for this position must be submitted online at <https://www.cpsbc.ca/about-us/careers>.

We thank all applicants for their interest; however, only those selected for interview will be contacted.