

**JOB DESCRIPTION**

THE TEAM: Negotiations

The Negotiations Department makes a meaningful difference for the medical profession, patients and our health care system by representing physicians in negotiations with the BC government for the Physician Master Agreement, as well as other provincial agreements and local contract negotiations with Health Authorities and other publically funded agencies. The Negotiations department also advocates on issues of importance to the profession and to patients, helping to make positive change in the health care system by providing support to Joint Collaborative Committees (JCCs).

THE JOB: Negotiator

Reporting to the Director of Negotiations, the Negotiator is responsible for conducting local and provincial negotiations between physicians and publically funded agencies regarding compensation and deliverables; providing guidance to the Negotiations Analyst and Negotiations Associate when he/she is leading local negotiations; providing support for Provincial Fee-for-Service and Alternative Payment Plan negotiations led by the Executive Director and Director; providing consultation and advice to the membership regarding entitlements and dispute resolution under local agreements and the Physician Master Agreement; providing staff support to some committees under the agreements and providing support for the resolution of Disputes and Issues between physicians and Health Authorities or other external contracting agencies.

WHAT SUCCESS LOOKS LIKE

* Conducts both local and provincial negotiations through working with individuals and negotiating committees to develop positions, organizing positions into contract proposals, acting as spokesperson in negotiations, and developing materials for presentation to affected members.
* Collects and distributes information and provides advice to members and external contacts on issues pertaining to negotiations or contracts including composition and distribution of correspondence, responding to telephone inquiries and attending related meetings.
* Gathering information from members to ensure compliance with current contracts and to provide information for future negotiations.
* Communicating with public sector executives regarding employment/service contract compliance and administration.
* Providing information and advice to members regarding rights under the various contracts, employment/service contract issues and general issues

and responding to membership inquiries concerning the contracts.

* Assists in contract management by monitoring compliance with negotiated agreements and provisions, liaising with members regarding problems and issues and providing representation at meetings under oversight of the Director, and preparing and supporting arbitrations and other adjudications as assigned.
* Participates in provincial negotiations lead by the Directors or Executive Director, attending negotiations as and when required, providing research and analytical support to the negotiators and responding to specific requests during the course of negotiations.
* Working with government and other parties to discuss and resolve issues relating to data accuracy and assumptions.
* Providing research and analytical support to association counsel in arbitrations and other adjudicative forums and presenting analysis of data and proposals at negotiating tables.
* Participating in the planning and strategy of negotiating committees and supporting various standing and ad hoc committees.
* Provision of internal support to the executive and senior management including drafting and/or reviewing correspondence, assisting in providing information on contractual issues with government and various agencies and participating in Doctors of BC internal committees.
* Provides staff support to some agreement committees including working with Doctors of BC appointees to joint committees to develop mandates, budgets, strategy for the committees, identifying policy questions that arise in the joint committees and preparing reports to the Director on those questions as well as supporting the Doctors of BC chair of joint committees in reporting to the Board of the Doctors of BC.

WHAT YOU BRING

* Minimum of 5 years of progressively responsible experience negotiating complex contracts that includes developing strategy and first chair negotiations experience, preferably in a public sector environment, or equivalent experience.
* Bachelor's Degree in Law, Human Resources, Public or Business Administration, or a related field or discipline.
* Demonstrated ability to gain respect and confidence from internal and external customers while maintaining an independent and objective perspective.
* Excellent organizational, oral and written communication, leadership and interpersonal skills, along with proven research, analytical and problem solving ability.
* Knowledge of the theories and practices of medical economics and negotiations.
* Ability to work independently and within short deadlines.
* Ability to assess negotiations issues, formulate negotiating strategies, provide support at the negotiating table, and lead local contract and provincial negotiations.

COMPETENCIES

Analytical Thinking (A)

Determines criteria for assessing issues and opportunities. Establishes clear goals and priorities needed to assess performance. Identifies relationships and linkages between different information sources. Anticipates issues that are not readily apparent on the surface. Identifies root causes and effects. Establishes clear goals and priorities. Anticipates potential problems and develops solutions needed to resolve them.

Systemically analyzes relationships between apparently independent problems and issues. Reviews and cross-reviews reports. Identifies trends as well as isolated events. Translates analytical reports into management presentations, and provides guidance to resolve issues. Anticipates the possible outcome of potential solutions. Identifies areas of significant concern or opportunity. Probes and initiates research to identify critical problems.

Strategic Thinking (I)

Applies prior knowledge, models, tools, and techniques to analyze and deeply understand issues and recognize connections, patterns, and trends. Determines the direction and develops short-term strategies for programs that are consistent with key organizational priorities and values. Clearly articulates and promotes the significance and impact of employee contributions to promoting and achieving organizational goals, ensuring team objectives are consistent with strategic plan. Understands the position of Doctors of BC in the larger world context, conveying a thorough understanding of the organization’s strengths, weaknesses, opportunities and threats.

Negotiating (A)

Negotiates skillfully in difficult situations with both internal and external stakeholders, settling differences with minimum noise, thoughtfully fashioning creative solutions that satisfy all parties and winning concessions without damaging relationships. Demonstrates confidence, politically savviness and maintains credibility with key decision-makers while focusing on achieving value-added results. Prepares and effectively runs negotiating meetings to achieve a specific objective, quickly adjusting personal positions and style if circumstances change favorably or unfavorably.

Building Strategic Alliances (A)

Displays an inclusive approach when working with diverse stakeholders. Effectively adjusts one’s strategy and work to accommodate for the impact of identified external political activities. Cultivates and builds upon relationships with external parties to support beneficial collaboration. Actively

examines the political and organizational environment and the reality of its impact on current programs and goals. Adjusts strategy to accommodate for key issues and external players on joint projects.

Executive Presence (A)

Demonstrates responsiveness and respectfulness, able to see the big picture in all situations and bring others on board with one’s own ideas and actions. Responds constructively in high pressure situations, using confident body language to captivate the attention, interest and respect of others. Understands diverse internal and external interest groups and power bases within the working environment to lead and negotiate most effectively. Thinks before speaking and states own perspective confidently but diplomatically despite potential challenge from influential third parties.

VALUES

We are Better Together

Approaches work with a collaborative spirit, where mistakes are learned from and success is celebrated. Cares about others and fosters a kind and supportive environment, recognizing we are better together.

We are Courageous

Does the right thing, not the easy thing, and holds self and others accountable. Speaks openly and honestly to tackle tough challenges and enrich relationships.

We Pursue Excellence

Embraces change and continuously works to improve self, team, and organization. Provides excellence in service to members and colleagues, and is accountable for their results and helping others achieve theirs.

We are Seriously Fun

Unafraid to laugh with each other and sometimes at themselves. Balances hard work with fun, and is genuinely friendly and committed to other’s wellbeing.



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