



POLICY ANALYST

The Nova Scotia Pharmacy Regulator (NSPR) is seeking an experienced Policy Analyst to join our highly motivated and skilled team.

This is a full-time permanent position.

The work location for this position is at the NSPR's office located at 1801 Hollis Street in Halifax, with potential for hybrid work.



Who We Are

The Nova Scotia Pharmacy Regulator (NSPR) is the regulatory authority for the practice of pharmacy in Nova Scotia. Our mandate is to regulate the profession's services to the public and govern registrants through registration, licensing, and continuing competence assurance. Additionally, we ensure a practitioner's conduct aligns with the Code of Ethics and professional standards established by the NSPR.

Working on behalf of all Nova Scotians, the NSPR regulates over 2,000 pharmacists and pharmacy technicians and the over 300 pharmacies where they work. We are committed to working with our partners in the healthcare system to establish impactful and innovative solutions so that the public can realize the full benefit of the pharmacy profession in meeting their healthcare needs and goals.

The NSPR knows that diversity and inclusion drive excellence. Including individuals who reflect the broadest of human identities, experiences, and perspectives is essential to advancing our mission. We encourage applicants from underrepresented and underserved communities including, but not limited to, Mi'kmaq and other Indigenous Peoples, African Nova Scotians/Indigenous Blacks, people of African descent, visible minorities, first generation Canadians, people with disabilities, LGBTQ2SIA+ individuals, and other marginalized and racialized individuals.

About the Role

As the successful candidate, you are experienced in policy analysis, development, implementation, and evaluation, and in managing projects.

Under the supervision of the Policy Manager, you will support activities to identify and develop solutions to policy, legislative and regulatory challenges and opportunities, and undertake projects related to complex policy issues. Working closely with the Policy Manager and the broader NSPR team, you will support the implementation of processes aligned with the NSPR's policy development framework. You will also support the operations and business of the NSPR Board and Committees.

As a key member of the healthcare system, the NSPR is providing bold leadership in pharmacy governance to ensure the regulatory framework in Nova Scotia supports pharmacists and pharmacy technicians in practicing to the fullest scope of their knowledge and skills so that the public receives optimal pharmacy care.

We are looking for a candidate who is inspired to work with us as we strive for regulatory excellence.

As an employer, the NSPR is committed to offering a supportive environment that encourages growth and development. A strong culture, trust, collaboration, and ensuring people know they are valued are of utmost importance. While this role is initially based on-site, the organization recognizes the importance of flexibility. Once established in the position, there may be the opportunity to transition to a hybrid work arrangement.

The Details

Key Qualifications:

- A relevant undergraduate degree; a master's degree in a related field is considered an asset.
- Minimum of 5 years' experience in the analysis, development, implementation, and evaluation of policy.
- Strong written and oral presentation skills.
- Demonstrated expertise in planning, developing, and managing projects.
- A solution-focused approach to resolving complex issues and navigating ambiguity.
- Interest in and knowledge of regulatory and health legislation, specifically in the Nova Scotia healthcare system and federal health policy frameworks.
- A respectful, open-minded, and non-judgmental engagement style that fosters collaboration.
- Sound personal and professional judgment.
- Strong organizational and time management skills.
- Substantial computer skills (e.g., Google Suite, Microsoft Office).

Your work will include:

- Research, analysis, and drafting of the NSPR's internal/external policies
- Conducting analysis on policy issues to provide the NSPR with necessary information for strategic and informed decision making
- Coordinating and preparing meeting materials for the NSPR Board and Committees
- Providing support during NSPR Board and Committee meetings and minute preparation
- Supporting the execution of the NSPR's strategic and tactical policy initiatives, including drafting corresponding policy
- Supporting the submission of legislative changes to government, including conducting policy research and analysis
- Managing projects, including developing and executing project plans
- Contributing policy expertise and knowledge to support the work of functional areas across the NSPR.

How to Apply

To apply, please send your resume and cover letter to careers@nspharmacy.ca by **April 19, 2026, 11:59pm ADT**. We appreciate all applications received; however, only those selected for an interview will be contacted.