Doctors of BC Job Description

Negotiator

Department: Negotiations
Reports To: Director of Negotiations

Job Summary
Reporting to the Director of Negotiations, the Negotiator is responsible for conducting negotiations for local contracts and agreements 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.

Key Responsibilities & Duties

1. Conducts local negotiations by:
   - Working with individuals or negotiating committees to develop positions.
   - Organizing positions into contract proposals.
   - Acting as spokesperson in negotiations.
   - Developing materials for presentation to affected members.

2. Collects and distributes information and provides advice to members and external contacts on issues pertaining to negotiations or contracts by:
   - Composing and distributing 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.
   - Responding to membership inquiries concerning the contracts.

3. Assists in contract management by:
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- Monitoring compliance with negotiated agreements and provisions.
- Liaising with the membership regarding problems and issues.
- Providing representation at meetings under guidance of the Director.
- Preparing and supporting arbitrations and other adjudications as assigned.

4. Participates in provincial negotiations by:
   - Attending negotiations as and when required, providing statistical advice 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.
   - Presenting analysis of data and proposals at negotiating tables.
   - Participating in the planning and strategy of the negotiating committee and supporting various standing and ad hoc committees.

5. Provides internal support to the executive and senior management by:
   - Drafting and/or reviewing correspondence.
   - Assisting in providing information on contractual issues with government and various agencies.
   - Participating in Doctors of BC internal committees.

6. Provides staff support to some agreement committees by:
   - Working with Doctors of BC appointees to joint committees to develop strategy for the committees.
   - Identifying policy questions that arise in the joint committees and preparing reports to the Director on those questions.
   - Supporting the Doctors of BC chair of joint committees in reporting to the Board of the Doctors of BC.

Skills & Qualifications

- Master’s degree or Law Degree and 3 – 5 years of related experience or an equivalent combination of education and experience.
- Excellent research, analytical and problem solving skills.
- Excellent organizational, oral and written communication, leadership and interpersonal skills.
- Knowledge of the theories and practices of medical economics and negotiations.
- Ability to work independently.
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- Ability to work within short deadlines.
- Ability to assess negotiations issues, formulate negotiating strategies and provide support at the negotiating table.
- Ability to lead local contract negotiations.