

## Competence Advisor

### The Organization

The Alberta College of Dental Hygienists (ACDH) is the professional regulatory body for Alberta's over 4,300 registered dental hygienists. Created under the [Health Professions Act](#) (HPA), our mandate is to ensure Alberta dental hygienists have the knowledge, skills, attitude, and judgment to provide safe, effective, ethical, and competent oral healthcare to Albertans.

A regulatory college's job is to protect the public from unsafe practice and hold members of the profession accountable for the care they provide. Colleges ensure that Albertans are provided with safe, high-quality care by professionals who adhere to the highest standards and ethical conduct.

### The Opportunity

As a competence advisor, reporting to the continuing competence manager, you will be responsible for designing, developing, and managing online regulatory education for dental hygienists in Alberta through the College's learning management system (LMS). This role requires close collaboration with internal teams, subject matter experts, and external content developers to ensure that learning materials are accurate, engaging, and aligned with the College's regulatory framework and Continuing Competence Program priorities.

You will work closely with the continuing competence manager and other team members to support and strengthen the College's Continuing Competence Program. This includes responding to registrant inquiries and developing resources to support participation in the program. You will also use data to identify opportunities for improvement, support updates to policies, procedures, and tools, and ensure program materials align with legislation and College priorities. Lastly, this role includes providing coordination and administrative support to the College's Competence Committee.

### Location

The position is based in Edmonton. It is a hybrid role, allowing for a combination of remote work and required in-office hours.



## The Ideal Candidate

To be successful in this role, you must have a minimum of a bachelor's degree, preferably in education or instructional design. A degree in another field, combined with supplementary education in instructional design or a related area, may also be considered.

You will demonstrate

- proven experience in developing engaging online courses that align with adult learning principles and instructional design best practices;
- proficiency in relevant technologies such as the Microsoft Office Suite, course authoring tools (e.g., Articulate), learning management systems, and media editing tools (e.g., Vyond, Canva, YouTube);
- strong written and verbal communication skills, with the ability to effectively collaborate with various stakeholders;
- strong attention to detail, with the ability to develop clear, accurate, and engaging educational content through thorough information gathering and synthesis;
- ability to work independently with minimal supervision, demonstrating strong time management and accountability, particularly in hybrid work environments; and
- a portfolio of work that can be provided for review upon request.

An understanding of relevant regulatory frameworks (e.g., the *Health Professions Act*) and experience with regulatory bodies would be considered assets.

If you are excited by the opportunity to support learning and competence within a regulatory context, we would love to hear from you.

## How to Apply

To apply for this opportunity, please [submit your resume and cover letter through Indeed](#). Only those candidates selected for interviews will be contacted.

Questions about the position may be sent to [nicole.hannigan@acdh.ca](mailto:nicole.hannigan@acdh.ca). No phone calls, please.



Compensation will be commensurate with experience and qualifications. The College offers a highly competitive compensation package including benefits.

## **Closing Date**

This competition closes on Wednesday, June 3, 2026, at 5 p.m. MDT. Any applications received after the noted timeline will not be considered.

