

Director, Absence Management

Competition # : 47003

Department: Public Service Commission

Location: HALIFAX

Type of Employment: Permanent

Union Status: Exclusion - Non Union - NSPG

Closing Date: 02-Oct-25 (Applications are accepted until 11:59 PM Atlantic Time)

About Us

The Public Service Commission (PSC) is government's human resources organization supporting departments and employees to deliver programs and services to Nova Scotians. We're committed to helping build a collaborative and inclusive public service driven by the public service values: respect, integrity, diversity, accountability and the public good.

The PSC is responsible for government's HR policies, programs, standards and procedures; and provides direction, advice and assistance to departments on how to apply them.

We're focused on the current and future needs of the provincial workforce to meet the demands and expectations of a growing and changing province

About Our Opportunity

Are you a seasoned ability management expert ready to lead meaningful change in a large, dynamic organization? Do you thrive at the intersection of strategic program leadership and complex case consulting? If so, we want to hear from you.

The PSC is seeking a **Director of Absence Management**– who will provide leadership for the Absence Management team, that supports a workforce of over 12,000 employees, within approximately 35 departments, offices, and commissions. Reporting to the Managing Director of Absence Management & Workplace Health & Safety you will demonstrate strong leadership skills by coaching and inspiring a team of approximately 7 staff through major initiatives that drives streamlining and enhancements to programs. They will lead organization wide programs as a subject matter expert, partnering closely with leaders, employees, and third-party vendors to deliver high-impact services.

Primary Accountabilities

- Lead the design, delivery and continuous improvement of the PSC's absence management initiatives, practices and guidelines across Absence Management programs, including Short

Term Illness, Workers' Compensation/Injury on Duty, Medical Accommodations and Long-Term Disability.

- Manage and monitor Service Level Agreements and Standards for external service providers, including establishing Key Performance Indicators, auditing and evaluating to ensure service contract compliance and issue resolution
- Support PSC partners, leaders and employees through complex cases requiring expert guidance and balanced decision making.
- Strengthen organizational tools, processes, and policies to align with best practices, human rights legislation, and collective agreements.
- Lead, coach and mentor a team of diverse professionals in best practices for Absence Management.

Qualifications and Experience

The successful candidate will have a passion for supporting people through challenging health transitions with empathy, expertise, and accountability. They will also have a bachelor's degree in a relevant field (e.g. HR, Occupational Health, Disability Management) and several years of relevant, progressive experience in disability case management, ideally within complex, unionized settings.

They will also be able to demonstrate the following:

- Management experience and a proven ability to function as both a program lead and hands-on expert, balancing strategic oversight with direct support
- Deep knowledge of accommodation law, return-to-work best practices, and complex case navigation.
- Experience working with third-party vendors, legal teams, and multiple partner groups.
- Being digitally-savvy with Office 365 Intermediate (and other platforms), comfortable delving into data and working with spreadsheets and excited about exploring emerging technologies
- A collaborative, professional approach grounded in integrity, critical thinking and client-centered service.

Assets for this position would include: CDMP/CRTWC certification.

Equivalency

An equivalent combination of training, education and experience will be considered. Applicants relying on education and experience equivalencies must demonstrate such equivalencies in their application.

Benefits

Based on the employment status and union agreement, the Government of Nova Scotia offers its employees a wide range of benefits such as a [Defined Benefit Pension Plan](#), Health, Dental, Life Insurance, General illness, Short and Long Term Disability, Vacation and Employee and Family Assistance Programs. For information on all our Benefit program offerings, click here: [Benefits for government employees](#).

Working Conditions

This position will be based in the recently renovated PSC office in downtown Halifax, with typical operating hours Monday to Friday, however occasional pressures may require work outside typical hours. While most of the time is spent in the PSC's collaborative office environment, the Director role may be required to travel to sites across the province to support specific client needs. Technology and office set-ups are provided by the PSC.

What We Offer

- Career Development where you have access to career guidance, tools, resources, and ongoing training for every stage of your career
- Engaging workplace: our Employees feel valued, respected, connected, and tuned in, we have forward-thinking policies and strategies
- Countless career paths
- A dynamic, client-focused office environment where service excellence and teamwork are our focus

Pay Grade: EC 13

Salary Range: \$4,136.98 - \$5,171.21 Bi-Weekly

Employment Equity Statement:

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Government of Nova Scotia has an Employment Equity Policy, and we welcome applications from Indigenous People, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are under-represented. If you are a member of one of these equity groups, you are encouraged to self-identify on your electronic application.

Accommodation Statement:

We are committed to providing an inclusive and accessible recruitment process. Candidates may request accommodations based on any grounds protected by the Human Rights Act. If you require an accommodation throughout the recruitment process, please contact us at competitions@novascotia.ca.

PLEASE NOTE: Candidates will not be considered for an interview if applications are incomplete or are missing information.

Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. We thank all applicants for the interest, however, only those selected for an interview will be contacted. All questions and concerns may be directed to **Competitions@novascotia.ca**.

