CAREER OPPORTUNITY: Decision Writer

About Us

The College of Veterinarians of Ontario regulates the delivery of veterinary medicine in Ontario. All veterinarians who practice in Ontario must be licensed by the College. In serving the public interest, the College seeks to understand the risks involved in the practice of veterinary medicine and collaborates with partners to develop solutions which reduce the potential for harm to animals and people.

Working at CVO

This is a full-time, permanent position that offers a comprehensive rewards package, and a collaborative, hybrid working environment. Our office is located in Guelph, Ontario and is accessible by public transit.

If you are a collaborative individual looking to build a meaningful career within a non-profit, regulatory organization, we want to meet you!

About the Role

We are seeking an experienced Decision Writer to produce written decisions of the College Committees that are fair, and defensible and that align with regulatory effectiveness. The Decision Writer will ensure that all decisions adhere to the College's Brand and are clear, concise, accurate and understandable. As a Decision Writer your other duties will include:

- Ensuring written decisions accurately reflect the case matter and are consistent with legislative requirements and College standards.
- Drafting written decisions that clearly articulate the Committee panel's rationale, using plain language and a logical structure to communicate outcomes effectively.
- Collaborating across the regulatory programs, participating in Committee meetings to apply outcomes and ensure consistency with the College's legislation, standards and policies.
- Identifying and mitigating risks and emerging issues; escalating complex or high-risk matters to the Director, Regulatory Programs Performance, as appropriate.
- Managing sensitive and confidential information in accordance with legislative and organizational requirements.
- Ensuring timely completion of all decision writing, documentation, and related activities to meet service-level expectations.
- Contributing to continuous improvement, identifying opportunities to enhance templates, processes, tools, and cross-functional workflows.
- Maintaining accurate case data tracking and ensure data integrity within the case management system.

- Working with teams across the College to support policy development, research, data analysis, and compliance initiatives, where appropriate.
- Engaging actively in team and organizational meetings, offering insights to support program goals and quality improvement efforts.
- Staying current on legislative and regulatory developments relevant to the College's mandate.
- Liaising with appropriate staff leads when clarification is needed related to a written decision.
- Providing feedback to the Director Regulatory Programs Performance regarding continuous improvement for decision writing.

Skills

- Skillful communications' practitioner with excellent editorial skills.
- Solid understanding of written language, style and grammar.
- Excellent time management skills with the ability to complete multiple tasks under time constraints with accuracy.
- Ability to maintain confidentiality and discretion and deal with sensitive issues.
- Strong interpersonal skills and ability to collaborate within various teams.
- Strong critical thinking skills, with the ability to assess information, anticipate implications, and make sound, well-reasoned decisions.
- Strong process orientation with the ability to follow and enhance established workflows.
- Proactive work ethic, exercising sound judgment and initiative in day-to-day responsibilities.
- Skilled at managing time and workload in fast-paced environments with shifting priorities
- Proficiency with the Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), and Adobe Suite.

Education and Experience

- Post-secondary education in a related discipline such as Law, Criminology, Business, Public Administration or Health and/ or a combination of relevant education and experience.
- Minimum five years of decision drafting experience or related/ transferrable work.
- Experience working within a regulatory environment or similar organization is considered an asset.

Salary Range

$67,000 - $87,000 annually

To Apply

Please apply by email with your cover letter and resume by November 27th, 2026, to careers@cvo.org.

We thank all applicants for their interest in working at CVO. However, we will only contact those meeting the qualifications for an interview.

CVO appreciates the value that diversity brings to how we serve our mandate. We are committed to ensuring an inclusive work environment, including a hiring process that supports

equity and accessibility for people from all backgrounds and abilities. For assistance or accommodations at any stage of the recruitment process, you are encouraged to contact lrankin@cvo.org

AI Disclosure

Artificial intelligence (AI) technology may be used in the initial review of applications for this position. Human review will follow before any selection interview or decisions are finalized.