

## JOB OPPORTUNITY

### About the CFPC

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 42,000 members across the country. The College establishes the standards for and accredits postgraduate family medicine training in Canada's 17 medical schools. It reviews and certifies continuing professional development programs and materials that enable family physicians to meet certification and licensing requirements.

The CFPC provides high-quality services, supports family medicine teaching and research, and advocates on behalf of the specialty of family medicine, family physicians, and the patients they serve.

**Our Mission:** Leading family medicine to improve the health of all people in Canada—by setting standards for education, certifying, and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship as being core to our profession.

**Our Vision:** Leading family medicine. Improving lives.

**Our Values:** Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence.

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<b>Position Title:</b>	Managing Editor
<b>Vacancy #:</b>	2024-14
<b>Department:</b>	<i>Canadian Family Physician</i>
<b>Division:</b>	Member and External Relations
<b>Reports to:</b>	Publisher, <i>Canadian Family Physician</i>
<b>Classification:</b>	Management
<b>Status:</b>	Permanent Full-Time
<b>Full Time Equivalent:</b>	1.0
<b>Salary Range:</b>	Min.\$87,701.04 Mid.\$109,626.24 Max.\$131,551.44

### Summary

The Managing Editor manages the editorial department and oversees the editing of *Canadian Family Physician (CFP)* and ancillary materials; supervises the Assistant Manager, Medical Editing, the Manager, Production and the Manuscript and Circulation Coordinator; works closely with the Editor and Deputy Editor to manage content of the Journal; oversees requests for permission to re-purpose copyrighted *CFP* content; and works to maintain the highest level of language quality in all published materials. The Managing Editor backs up the Publisher when the Publisher is absent.

### Main responsibilities include but are not limited to:

- **Edit scientific manuscripts and ensure quality of writing and presentation of all written materials:**
  - Take overall editorial responsibility for ensuring the correctness and quality of the writing

- and presentation of all Journal written materials, including editing scientific manuscripts.
- Ensure that accepted manuscripts are edited in a timely manner.
- Work with authors and prospective authors to produce high quality articles.
- Manage copyright issues with authors and ensure that the revision and correction process proceed in a professional and timely manner. Work with the Manager, Production to ensure online *CFP* content is AODA compliant.
- **Plan issues of the Journal:**
  - With the Editor and Deputy Editor, plan interesting, timely, clinically relevant issues of *CFP*.
  - Attend regular editorial and hanging committee meetings to review manuscripts, prepare lineups and make appropriate cuts.
  - Keep abreast of editing and production status of upcoming issues to identify backlogs and shortfalls.
  - Keep up to date with medical events and breakthroughs as a basis for planning relevant lineups.
  - Follow-up with authors to maintain a smooth flow of available manuscripts.
  - Work with the Manuscript and Circulation Coordinator to establish and maintain editorial tracking systems. Work with Publisher and Editor in preparing special editions of the journal.
- **Supervise and train staff:**
  - Supervise the work of the Assistant Manager, Medical Editing, the Manager, Production, and Manuscript and Circulation Coordinator.
  - Assign tasks and duties in the editorial department; provide mentoring, training, and performance reviews.
  - Assist in hiring and training of editorial and production staff.
  - Assign work to freelance editors as required.
  - Approve invoices and manage freelance budget.
  - Work with creative and production groups to ensure quality and timeliness in the production of the Journal.
- **Act as member of *CFP*'s Editorial Advisory Board:**
  - Assist the Chair and Editor in preparing agendas for meetings and teleconferences and in prioritizing issues relating to the content and direction of the journal.
  - Prepare annual Managing Editor Report to be presented at annual face-to-face EAB meeting.
  - Keep in touch with EAB members between meetings to facilitate good communication.
  - Follow up with authors from whom EAB members have solicited manuscripts.
  - Oversee correspondence about tracking of these authors' activity.
- **Perform other department duties as required:**
  - Manage requests for permission to re-purpose *CFP* copyrighted materials. Consult with Publisher on any licensing fees.
  - Consult with CFPC General Counsel on any complicated copyright issues.
  - Monitor and oversee computer hardware and software needs for the department.
  - Submit capital budget request forms to the Publisher for approval.

#### **General management duties**

- Develop, provide input, and/or implement Policies and Procedures.

#### **Supervisory duties**

- Implement staffing plans of the team/department.

- As a Hiring Manager for direct reports, collaborate with Human Resources to develop recruitment plans based on staffing needs, participate in internal and external job candidate selection, including screening, conducting interviews, testing, and onboarding. Authorize all hiring/promotional decisions, ensuring compliance with all related policies and regulations.
- Implement adequate staffing levels for all direct reports to ensure service delivery and manage requests for time off in the CFPC Time Management System.
- Set performance goals and project deadlines that align with CFPC vision, mission, strategic plan, and team/departmental priorities in consultation with the Director. Organize workflow, delegate work to employees, monitor and address issues with productivity or work quality, track progress, and provide constructive feedback and coaching.
- Supervise direct reports and manage the performance of individuals through ongoing coaching, feedback, and development to motivate, engage and drive a high performing team.
- Promote and model the highest level of service (internally and/or externally) and ensure that direct reports deliver a maximum level of service and satisfaction is achieved and maintained. Work quickly to resolve complaints.
- Determine rewards and recognition within established policies and guidelines, both formal and informal, based on performance.
- Serve as an appropriate communication link between employees and all levels of management ensuring that everyone is kept informed.
- Ensure adherence to legal and organizational policies and procedures and undertake disciplinary actions if the need arises.
- Adhering to budget policies and procedures, and in consultation with Finance, manage operating and capital budgets for the team/department, including forecasting estimated and actual costs. Ensure cost control and expenses are in alignment with the budget.

#### **Related duties**

- Ensure effective and professional communications with all internal/external contacts.
- Develop and maintain collaborative relationships at all levels of the organization.
- Work in accordance with all CFPC policies, procedures and processes, and all applicable legislation.
- Work in accordance with all health and safety requirements.
- Demonstrate behaviours aligned with the CFPC Values.
- Demonstrate competencies aligned with the CFPC Competency Framework.
- Contribute to delivering on the overall work plan of the department and strategic goals of the CFPC.
- Participate on special projects as required.
- Participate on internal staff committees or working groups as required.
- Assist with the onboarding of new team members as required.
- Support the team and collaborate with colleagues to ensure department needs are met including absence coverage and cross-training as required.

#### **Requirements**

- Undergraduate degree in English, Journalism or Communications.
- Certificate or additional training in Publishing.
- Minimum 5 years of experience in a similar position.
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English.
- Advanced management, organizational, interpersonal, time management, and attention to details skills.

- Ability to adapt to changing priorities and to build and maintain relationships across the organization and with external partners.
- Core competencies: business acumen, customer focus, courage, positive approach, communication, building partnerships, influencing, building talent, inspiring others, driving for results, and facilitating change.

### **Working Conditions**

This role is based in Mississauga and the successful candidate may have the ability to work remotely in accordance with the Organization's policies and procedures dealing with remote and/or hybrid work arrangements in effect from time-to-time. Our current hours of operation are Monday to Friday 8am to 5pm ET.

**There's a certain sense of job satisfaction that comes from working for a not-for-profit organization such as the College of Family Physicians of Canada (CFPC). If you share our values and would like to join our team of dedicated professionals helping the CFPC achieve its mission, please submit a cover letter and your résumé referencing the posting# 2024-14 to: [careers@cfpc.ca](mailto:careers@cfpc.ca) by March 18<sup>th</sup>, 2024.**

We thank all those who apply but only those selected for further consideration will be contacted.

The CFPC is committed to equity, diversity, and inclusion in the workplace, and actively promotes a safe, healthy, and respectful work environment. Our hiring practices have been designed to ensure that applicants are protected from discrimination, human rights are respected, and individual needs are accommodated. We welcome and encourage applications from all qualified candidates regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

If selected to participate in the recruitment and selection process, please advise Human Resources of any accommodation(s) that may be required.