Job Posting

About the CFPC

Representing more than 39,000 members across the country, the College of Family Physicians of Canada (CFPC) is the professional organization responsible for establishing standards for the training, certification and lifelong education of family physicians and for advocating on behalf of the specialty of family medicine, family physicians and their patients. The CFPC accredits postgraduate family medicine training in Canada's 17 medical schools.

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.

We are recruiting for a Certification and Assessment Project Manager

Posting #:	2021-02
Department:	Certification and Assessment
Division:	Academic Family Medicine
Reports to:	Director, Certification and Assessment
Classification:	Management
Status:	Contract
Job Family:	Manager
***FTE:**	1.0
Level:	5

Summary:

The Project Manager works with CFPC staff, committees, and external stakeholders (internally including but not limited to the Board of Examinations and Certification, Certification Process and Assessment Committee; externally including but not limited to Family Medicine Residency Program Directors, Family Medicine Residency Assessment Directors) to ensure successful management and implementation of projects related to certification and assessment. This position will focus on projects related to the development of the Program Assessment Review and Examination Blueprint, including any new and emerging competencies for family physicians (e.g., generalism, provision of virtual care) as it relates to the FM Professional Profile and Outcomes of Training. The Project Manager works closely with the College Psychometrician, and reports to the Director, Certification and Examinations.

Main Responsibilities:

Essential Duties include:

- Participate in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical and financial feasibility
- Develop a detailed project plan to monitor and track progress, ensuring resource availability and allocation considerations are incorporated
- Report regularly on project progress identifying components deviating from planned schedule with analysis of cause, impact on overall project completion, and options and recommendations for moving forward
- Coordinate internal resources and third parties/vendors
- Ensure that all assigned projects are delivered on-time, within scope and within budget
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
- Measure and report on project performance using appropriate metrics, tools, and techniques
- Create and maintain comprehensive project documentation
- Meet budgetary objectives and recommend adjustments to project constraints based on financial analysis

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:

- Post-secondary degree(s) (undergraduate or graduate levels) in the field of Education, Assessment, Project Management, or a related field
- Minimum 5-7 years of relevant experience
- Advanced competence and experience in project management
- Demonstrated ability in setting goals and objectives, developing work plans, determining results and reporting progress, setting priorities and meeting deadlines
- Expertise in writing and preparing project proposals and reports
- Demonstrated ability to find, read and summarize published documents related to related topic areas
- Demonstrated ability to apply research methodology, to design and develop surveys for research questions, to analyze results and produce reports
- Proven ability to work independently and within a team
- Excellent interpersonal skills
- Knowledge of the Canadian health care system and medical education an asset
- Superior verbal and written communication skills, with ability to express ideas and opinions clearly and effectively in English; French is an asset

Working Conditions:

- Open-concept office environment
- 8:00 a.m. – 4:00 p.m. or 8:30 a.m. – 4:30 p.m. or 9:00 a.m. – 5:00 p.m. Monday to Friday
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If you share our passion, and are committed to living our CFPC Values

please submit a cover letter and your résumé referencing the posting #2021-02 to: careers@cfpc.ca by Feb 4, 2021

The CFPC is committed to fostering a healthy and positive work environment. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, The CFPC encourages applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the recruitment and selection process. If selected to participate in the recruitment and selection process, please inform Human Resources of any accommodation(s) that you may require to ensure your equal participation.

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

*Full-Time Equivalent