



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 Health Policy Analyst

Posting #: 2021-03

Department: Health Policy and Government Relations

Division: Member and External Relations

Reports to: Manager, Health Policy and Government Relations

Classification: Support Staff

Status: Permanent

***FTE:** 1.0

Level: 4

Summary:

To provide policy analysis and research on health policy issues, to interact with government officials to obtain relevant policy data and summarize it for the CFPC senior staff. The policy analyst leads the writing of materials for the Patient's Medical Home series of publications as well as government-focused documents. Knowledgeable about the CFPC and its processes, the policy analyst takes initiative and responds to queries from members and those in other CFPC departments. To assist CFPC committees in their discussions, the policy analyst provides background materials and draft policy papers, when appropriate. The policy analyst also supports relevant committees and working groups through logistical support, research and writing capacity as necessary.

Main Responsibilities:

Essential Duties include:

- Support the Department of Health Policy and Government Relations with health policy research, writing research papers/reports/memoranda/briefing papers, and editing health policy publications
- Provide research and analysis of federal/provincial/territorial government policies and legislation
- Research of policy information and scientific evidence on health care issues
- Synthesis of research into documents including policy scans, report summaries, briefing notes, and options papers
- Coordinate and support Health Policy and Government Relations committees, as required
- Work with CFPC communications team to ensure relevant materials are edited, translated, laid out and posted to the appropriate section of the CFPC website
- Follow federal parliamentary proceedings of the House, Senate, and relevant Committees
- Conduct media searches for federal/provincial/territorial government health-related items and issues that are relevant to family medicine
- Assist in the research and development of government relations tools such as the GR Newsletter
- Assist with correspondence to key stakeholders, including federal/provincial/territorial officials
- Retrieve, analyze, and summarize relevant federal legislation and other government activities (Budget, Speech from the Throne, etc.)
- Examine political parties' election platforms, ongoing commitments, etc.
- Maintain contact database of relevant stakeholders
- Provide excellence in member and client service
- Participate on external committees/projects at the discretion of the director
- Maintain and monitor the CFPC policy compendium
- Provide logistical support for meetings (government relations/internal CFPC committees) as required

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, preferably with a social science/research background
- Master's degree in a policy-related field is an asset
- Minimum of 3-5 years of related professional experience (in policy research preferred)
- Strong understanding of health policy and government processes is preferred (especially the Canadian health care system)
- Familiarity with other health professional organizations, representatives and networks is an asset
- Proven organizational and referencing skills (familiarity with a referencing suite is an asset, e.g. Zotero, RefWorks, EndNote)
- Excellent interpersonal and negotiation skills
- Demonstrated ability to compile, interpret and summarize qualitative and quantitative data
- Strong computer skills in MS Office (Word, Outlook, Excel, PowerPoint) and various research platforms (PubMed, EBSCO, Google Scholar, etc.)
- Knowledge of CFPC history and processes as well as a working knowledge of the national medical organizations and their roles
- Familiarity with webpages and posting of information
- Ability to set priorities, problem-solve, think critically/creatively, and meet deadlines
- Ability to work independently and with other team members
- 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

If you share our passion, and are committed to living our CFPC Values

please submit a cover letter and your résumé referencing the posting# 2021-03 to: careers@cfpc.ca by February 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

