



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 Research Special Projects Manager

Posting #: 2019-08
Department: Research
Division: Academic Family Medicine
Reports to: Director, Research
Classification: Management
Job Family: Manager
Status: Permanent Full Time
***FTE:** 1
Level: 6

Summary:

Working with the Research Department, Education Department, and the Education Evaluation and Research Unit (EERU) at the CFPC, the Research Special Projects Manager uses project management expertise to develop and manage new and existing research department initiatives.

Responsibilities

Essential Duties include:

Focusing on special projects and strategic initiatives, the incumbent of the role is expected to:

- Help to initiate and manage a new project focused on the development of a national collaborative primary care research centre. Initial work focuses on stakeholder engagement and consultation, environmental scanning, assessing feasibility and contributing to project reports. Specific duties include setting and maintaining project timelines and goals, serving as the point person for internal and external stakeholders, setting agendas, taking minutes, drafting reports, and attending all stakeholder discussions.
- Align work with the development of a CFPC data warehouse that links internal CFPC data, as well as with external datasets associated with a national primary care research centre. This requires working closely with the EERU Data Manager to coordinate work plans, evaluate data and produce reports as needed.
- Serve as the primary contact and manager for the CFPC's Practice Improvement Initiative (Pii)
- Write reports and make presentations, as required, to CFPC committees, Board and for national audiences
- Liaise and collaborate with a variety of stakeholders/partners, including postgraduate family medicine programs, CFPC Chapters, primary care researchers, international colleagues, and staff across CFPC divisions
- Support the growth and change of research and QI programs over time
- Revise website content
- Prepare marketing material for projects, as applicable

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 with all applicable legislation
- Work in accordance with all health and safety requirements
- Demonstrate behaviours aligned with the CFPC Values
- Contribute to delivering on the overall work plan of the department and strategic goals of the CFPC
- Participate in the development and/or execution of special projects as required
- Participate on internal staff committees or working groups as required
- Assist with the training of new team members as required
- Support the team and collaborate with colleagues to ensure departmental needs are met, including absence coverage and cross-training as required

Requirements

- Master's in public health, Health Sciences, Epidemiology, or related field
- Minimum 6 years of relevant experience
- Sound knowledge of large health datasets, data development and data linkage, particularly within the primary care domain
- Data analysis capabilities, including knowledge of analytical tools such as Excel, SPSS, SAS, Access, and/or other statistical and data management software
- Advanced competencies and experience in project management
- Knowledge of, and experience using, Microsoft Project and/or other project management tools
- Experience with health-related research, including health systems and clinical research and QI processes
- Professionalism, tact, and judgement while working with colleagues, multiple researchers, QI experts and stakeholders

- Ability to work independently and within a team
- Experience with implementing large-scale, cross-jurisdictional health-related programs and collaborations
- Experience with writing and preparing project proposals and reports
- 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
- Occasional travel is required
- 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#2019-08 to: careers@cfpc.ca by December 11, 2020.

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*

