



## JOB OPPORTUNITY

### About the CFPC

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 45,000 members across the country. The CFPC 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 Vision:** Leading family medicine. Improving lives.

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

### Our Goals:

1. Advancing Family Medicine
2. One Unified Voice
3. Transforming the CFPC

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<b>Position Title:</b>	<b>Compensation and Benefits Specialist</b>
<b>Vacancy#:</b>	<b>2025-20</b>
<b>Department:</b>	<b>Human Resources</b>
<b>Division:</b>	<b>Corporate Services</b>
<b>Reports to:</b>	<b>Director, Human Resources</b>
<b>Classification:</b>	<b>Individual Contributor</b>
<b>Status:</b>	<b>Permanent Full Time</b>
<b>Full Time Equivalent:</b>	<b>1.0</b>
<b>Salary Range:</b>	<b>Min. \$92,586.00 Mid. \$115,732.32 Max. \$138,878.88</b>

### Summary

The Compensation and Benefits Specialist plays a vital role in ensuring the organization delivers fair, transparent, and competitive total rewards that reflect its values as a mission-driven, not-for-profit employer. This role exists to design, implement, and manage compensation structures and employee benefit programs that are aligned with HR best practices, the organization's mission, and financial realities, while maintaining compliance with all relevant employment legislation. Working collaboratively

with employees, managers, and leadership, the Specialist contributes to a positive employee experience by ensuring that total rewards programs support staff retention, engagement, and well-being. This position supports a high-performing, inclusive, and values-aligned workplace culture by applying principles of transparency, internal equity, and fiscal responsibility to all aspects of compensation and benefits. Through data-informed decision-making, policy development, and effective communication, the Compensation and Benefits Specialist ensures that total rewards programs are responsive, sustainable, and positioned to meet both current and future organizational needs—helping every employee feel valued, supported, and empowered to contribute meaningfully to the organization’s mission.

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

**Essential Duties**

- **Manage Compensation Programs**
  - Develop and maintain equitable and transparent salary structures, job classifications, and compensation policies in alignment with HR best practices, internal equity and the financial constraints of the organization.
- **Manage Employee Benefits Programs**
  - Oversee the administration of employee benefits including group health, dental, life, insurance, disability and retirement plans.
  - Act as the liaison with benefits providers and ensure programs are effectively communicated and accessible to all employees.
  - Manager relationship with external employee benefits providers, including handling escalated claims and programs issues.
  - Provide coaching/training to the other members of the Human Resources dept as required to support the delivery of the employee benefits and compensation programs.
- **Ensure Legislative Compliance**
  - Monitor and Ensure compliance with all relevant employment legislation and regulatory requirement, including the Ontario Employment Standards Act (ESA), Pay Equity Act (PEA), Ontario Human Rights Code (OHRC), Canada Revenue Agency (CRA) regulations, and Workplace Safety and Insurance Board (WSIB).
  - Research and provide information regarding changes in relevant legislation and best-in-class practices/programs related to compensation and benefits.
  - Recommend new and/or updated employee programs and manage implementation of program changes.
- **Conduct Job Evaluation and Market Benchmarking**
  - Perform job evaluations and market salary benchmarking using sector-specific data to support fair and competitive compensation decisions.
  - Provide recommendations for job reclassifications or salary adjustments as needed.
  - Manage the job evaluation process and recommend process improvements in alignment with best practices.
- **Support Organizational Planning and Communication**
  - Collaborate with HR team colleagues, managers, and leadership to support workforce planning, budgeting, and compensation strategy.
  - Deliver clear, inclusive communications and training on compensation and benefits to enhance employee understanding and engagement.
  - Ensure employees and retirees are provided with support and communication regarding benefits programs and initiatives, including assistance in complex and sensitive situations.
  - Conduct employee benefits cost analysis, forecasting, and budgeting.

### 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 Human Resources Management, Business Administration, Commerce, Finance, or related discipline.
  - Five (5) years of relevant experience.
  - Member in good standing with one of the following: CHRP (Certified Human Resources Professional); CHRL (Certified Human Resources Leader); CCP (Certified Compensation Professional); CEBS (Certified Employee Benefits Specialist); Or another relevant HR professional designation recognized in Ontario.
  - Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English.
  - Advanced knowledge of human resources management, employment legislation, business acumen, compensation and benefits, communications management and cultural awareness and sensitivity.
  - Intermediate knowledge of Microsoft 365 Collaboration Tools (Teams).
  - Advanced knowledge of Microsoft Suite.
  - Advanced ability to balance multiple demands and priorities skills.
  - Advanced strategic thinking, analytical, confidentiality, negotiation, collaboration, and advocacy skills.
  - Advanced financial management, financial aptitude, and time management skills.
- Core Competencies: continuous improvement, customer orientation, courage, stress tolerance, communication, collaborating, influencing, work standard, facilitating change.

### Working Conditions

- Flexibility to work after hours to attend related meetings and issues which require timely action and/or response.
- Normal or frequent minor physical effort for day-to-day activities. This may include activities like standing, walking, climbing stairs and lifting or moving objects up to 20lbs.

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. In accordance with our Hiring Policy, at this time we are only considering applicants who live in the Greater Toronto Area. Our current hours of operation are Monday to Friday 8am to 5pm Eastern Time.

**There is 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 vacancy# 2025-20 to: [careers@cfpc.ca](mailto:careers@cfpc.ca) by September 12<sup>th</sup>, 2025.**

**We thank all those who apply for this opportunity. Only external applicants 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.*

*Throughout the recruitment and selection process, please advise Human Resources if you require any accommodation(s).*