

JOB OPPORTUNITY

About the CFPC

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 43,000 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.

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.

Posting Title:	2024-19
Department:	Academic Family Medicine Administration and Accreditation
Division:	Academic Family Medicine
Reports to:	Manager, Academic Family Medicine
Classification:	Management
Status:	Permanent Full Time
Job Family:	Manager
Full Time Equivalent:	1.0
Salary Range:	Min. \$72,906.48 Mid. \$91,133.28 and Max. \$109,359.84

Summary

The Academic Family Medicine (AFM) Assistant Manager works alongside the AFM Administration & Accreditation team and under the direction of the Manager, AFM to ensure effective and successful development, administration and management of functions and projects within the direct AFM Administration and Accreditation portfolios, as well as cross-department support across the six departments in the Division of Academic Family Medicine. The AFM Assistant Manager works collaboratively with internal staff and external stakeholders, College of Family Physicians of Canada (CFPC) service departments, various committees and member groups, and partner organizations. The AFM Assistant Manager provides administrative management and alignment to all departments within the AFM Division. The AFM Assistant Manager will have advanced administrative management skills and experience and will be required to develop and oversee plans and procedures to support administrative, strategic and project functions of the department.

Main Responsibilities include but are not limited to:

Essential Duties:

- **Administrative Management**
 - Manage core administrative, project and strategic functions.
 - Provide administrative guidance, management, and maintenance for cross-department functions of the AFM Department in service to its six departments to include but not limited to human resources, performance management, team building and staff recognition policies, procedures and processes.

- Create, plan, organize and maintain Board reporting requirements and expectations of the AFM Department in service to its six departments.
 - Develop and manage workplans, schedules, budgets, contracts, actions and decisions with and for internal team members, contractors and external partners for Family Medicine Forum and other major medical education conferences (e.g., International Conference on Academic Medicine, International Conference on Residency Education, and Society of Rural Physicians of Canada Rural and Remote Conference).
 - Develop, manage and maintain multiple internal AFM Meetings (scheduling, agendas, minutes, actions, and work planning) across administrative, management and director groups.
 - Collaborate with directors and other managers within the division to define, develop and implement best practices, operational efficiencies, and common processes and overcome procedural challenges.
 - Research, synthesize and interpret pertinent information, data, and literature to inform administrative effectiveness and efficiency.
 - Define, manage and oversee adequate documentation, files, monitoring mechanisms and data for all administrative processes.
- **Budget Planning, Financial and Contractual Management**
 - Manage and maintain AFM Administration and Accreditation department budgets; oversee review and tracking of expenditures and monthly financial reconciliation.
 - Provide cyclical/annual financial planning guidance, management, and maintenance for cross-department functions of the AFM Department in service to its six departments.
 - Manage and maintain accounts payable submissions, approvals, and communications.
 - Manage contracts, memorandums of understanding, expenditures and payment for consultants, contractors, and external collaborators and partners for major division projects and initiatives.
- **Communication and Partner Engagement**
 - Collaborate with the AFM Project Management Lead and act as a liaison to build and advance effective relationships for administrative, project and strategic deliverables with internal and external partners including the family medicine residency training programs nationally.
 - Manage, prioritize, and implement strategic communications with other departments, divisions, college members, project contributors and external partners.
 - Provide just-in-time support to strategic communications and operational needs of key CFPC services such as the examinations, accreditation and Canadian Resident Matching Service (CaRMS) processes.
 - Manage and plan meetings, retreats, and summits in virtual, face-to-face and hybrid formats end-to-end ranging in size from 10-400 participants.
 - Prepare presentation materials, reports, and summary documents, as needed.
- **Internal Committees and Special Projects**
 - Serve as division support, champion and subject matter expert on internal committees and special projects including but not limited to the Outcomes of Training Project, Ethics Committee, Social Media Strategy Initiatives, AODA Compliance Project, Constituent Relationship Management, Digitization Project.
- **IT Solutions/Information and Data Management**
 - Oversee the day-to-day work of the AFM Department Coordinator.
 - Manage and operationalize the ongoing development and maintenance of the Department of Family Medicine Directory in collaboration with family medicine residency training programs nationally, Committee-related content, and membership across multiple platforms (e.g., iMIS, Igloo, CFPC website), content on the AFM Administration and Accreditation website (inter- and intranet) platforms, and survey software.

General management duties

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

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

- Bachelor's degree in business administration, Health Science or Education
- 3 years of relevant professional experience.
- Certification in an Executive Administration Program, preferred.
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English.
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in French is an asset.
- Advanced budget planning, Microsoft Suite, and business management.
- Advanced communication, interpersonal ability to build and maintain relationships across the organization and with external partners, prioritization, time management and administrative skills.
- Intermediate project management methodologies, knowledge of Canadian health care system and contracts.
- Related competencies: business acumen, customer focus, courage, positive approach, communication, building partnerships, influencing, building talent, inspiring others, driving for results, and facilitating change.

Working Conditions

- Occasional after hours or weekend work.
- Some travel (approx. 10%) to attend national conference (1 time per year), retreats and special events (2 to 3 times per year, local to GTA), and in-office team days (4 times per year)
- There not Physical Demand for this position.

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.

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# 2024-19 to: careers@cfpc.ca by May 15th, 2024.

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.

We thank all those who apply for this opportunity. All internal applications will be acknowledged. Only external applicants selected for further consideration will be contacted. If selected to participate in the recruitment and selection process, please advise Human Resources of any accommodation(s) that may be required.