

JOB OPPORTUNITY

About the CFPC

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 42,000 members across the country. The College 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 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.

Position Title:	Contract and Legal Services Administrator
Department:	Legal Services
Division:	Corporate Services
Reports to:	General Counsel
Classification:	Support Staff
Status:	Contract Full Time
Contract end date (if applicable):	2 years from Date of Hire
Job Family:	Professional/ Knowledge Worker
Full Time Equivalent:	1.0
Salary Range:	Min. \$61,606.87 Mid. \$77,008.59 and Max. \$92,410.30

Summary

Provides general support and assistance to the legal services function at the CFPC and FAFM. Assists with writing, negotiating, preparing, reviewing, and finalizing contracts and coordinates contract approvals/signatures; ensures the proper management of legal records; assists the General Counsel with administrative tasks; and supports the Executive Director, Corporate Services, as needed.

Main responsibilities – Essential duties include:

- **Contract Administration**
 - Coordinate with the other Contracts and Legal Services Administrator to serve as the first point of contact for the coordination of contracts.
 - Conduct first draft/review of commercial contracts, lease agreements, NDAs and various other complex legal documents (requiring great attention to detail and knowledge of contracts) and finalization of negotiated agreements (formatting, accepting changes, etc).
 - Arrange for execution of agreements/documents.
 - Track and update the internal contract management spreadsheet and ensure all copies of executed agreements are maintained.
 - Synthesize and summarize contract details for reporting to internal clients.
- **Legal Records Management**
 - Manage documents for Legal Services, including scanning, saving, and filing agreements and legal correspondence.
 - Upload templates executed agreements and other legal documents to SharePoint and ensure Legal Services collaboration sites are maintained and up to date.
 - Assist with development, implementation, and administration of legal record retention strategies.
- **General Legal Support and Administration**
 - Review, revise, edit and format documents including agreements, memos, presentations etc.
 - Effectively manage daily tasks in accordance with departmental priorities. Undertake additional tasks as assigned.
 - Manage General Counsel's annual membership fees and renewals; Submit expense reimbursement requests.
 - Effectively manage daily tasks in accordance with priorities; Handle invoices and any invoicing inquiries; and
 - General administrative duties and ad hoc projects, such as participation in staff committees and working groups.
- **Corporate Services Executive Support**
 - Provide support to the Executive Director, Corporate Services, as required, to coordinate division meetings, draft meeting agendas, take meeting minutes, manage calendar invitations, etc.
 - Support the coordination and development of management policies, including synthesis of requirements for business continuity planning, risk management, etc.
- **Related duties include:**
 - Ensure effective and professional communications with all internal and/or external contacts.
 - Develop and maintain collaborative relationships at all levels of the organization in order to build trust and confidence in the services provided.
 - Work in accordance with all CFPC/FAFM policies, procedures, and processes, and with all applicable legislation.
 - Demonstrate behaviors aligned with the CFPC Values in Action.
 - Contribute to delivering 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.
- Support the team and collaborate with colleagues to ensure departmental needs are met including absence coverage and cross-training, as required.

Requirements

- College Diploma in Legal Administration or in a Law Clerk/Paralegal program
- Additional training or certificate in contracts administration.
- Bachelor's degree or LL.B. / JD degree is an asset.
- Minimum 5 years of contract management experience in a professional services environment.
- 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.
- Experience collaborating with legal professionals.
- Strong planning, prioritization, negotiation, problem solving, and analytical skills.
- Excellent attention to detail and ability to review and understand legal terms, business terms and complex documentation.
- Ability to provide exceptional customer service.
- Highly adaptable and able to work independently within a team environment.
- Demonstrated ability to proactively anticipate matters and manage multiple tasks effectively.
- Core competencies: continuous improvement, customer orientation, courage, stress tolerance, communication, collaborating, influencing, work standards and facilitating change.

Working Conditions

- Occasional periods of prolonged sitting.

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. Our current hours of operation are Monday to Friday 8am to 5pm ET.

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# 2024-06 to: careers@cfpc.ca by March 20th, 2024.

We thank all those who apply but only those 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.

If selected to participate in the recruitment and selection process, please advise Human Resources of any accommodation(s) that may be required.