JOB OPPORTUNITY

About the CFPC

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 46,000 members across the country. The College establishes the standards for and accredits postgraduate family medicine training in Canada's 18 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

Position Title:	**Health Policy Analyst**
Vacancy#:	**2026-23**
Department:	**Health Policy and Government Relations**
Division:	**Member and External Relations**
Reports to:	**Manager, Health Policy and Government Relations**
Direct Reports:	**No**
Classification:	**Individual Contributor**
Status:	**Contract Full-Time**
Contract End Date:	**August 30, 2028**
Full Time Equivalent:	**1.0**
Salary:	**$78,506.64 to $98,133.36**

Summary

The Health Policy Analyst (HPA) is responsible for researching, analyzing, and evaluating health policies at various levels of government on behalf of the College of Family Physicians of Canada (CFPC). The HPA gathers data and information on existing health policies, healthcare systems, public health issues, and related topics, and develops recommendations or proposals for new health policies or modifications to existing ones, particularly related to improving access to primary care, the health workforce crisis, and promoting the Patient's Medical Home vision. The HPA leads the writing of materials, including position statements, letters to members of parliament, health research reports and summaries, as well as creating

tools for family physicians to use in their work (Best Advice Guides, etc.). The HPA also supports relevant committees and working groups through logistical support, research, and writing capacity as necessary.

Main responsibilities include but are not limited to:

Health Policy Research/Writing:

- Research root causes of issues related to the working conditions of family physicians and propose solutions.
- Draft policy papers detailing the CFPC's position on issues relevant to its members and recommendations to effectively address those issues.
- Produce briefing notes on relevant data/research as needed to keep CFPC senior staff and board members informed.
- Conduct research/analysis and develop reports/summaries/position statements on priority topics affecting CFPC members, including access to care, the health human resources crisis, and federal election coverage, among others.
- Create products/guides that are value-adds for CFPC members, such as the *Leveraging AI Scribes to Support Family Doctors report.*
- Identify potential areas for CFPC action/policy development and communicate this to HPGR leadership.

Committee/Working Group Activities:

- Support various committees in terms of logistical support, research, writing, and communication.
- Arrange meetings and take/provide minutes for the committees and working groups assigned to the analyst.
- Facilitate various committee activities, including corresponding with working group members to complete tasks and re-focus efforts to a realistic number of activities to ensure meaningful deliverables are produced.

Advocacy Work:

- Communicate and meet with federal Members of Parliament and national health organizations to advocate on behalf of CFPC members.
- Coordinate CFPC advocacy work with other key partners (federal, members, etc.), including meeting summaries and tracking follow-up actions.
- Reach out to Members of Parliament and Senators to arrange meetings with CFPC senior leaders (e.g. CEO and CFPC President), and relevant staff to discuss actions the federal government can take to support family medicine (and attend as needed).
- Answer CFPC member and other relevant parties' queries related to health policy activities through the general department email account and, where appropriate, connect them with more appropriate contacts within other CFPC departments.
- Participate in CFPC meetings with Provincial Chapters and contribute to information sharing/collaboration with Chapters on key initiatives CFPC undertakes.

Follow federal parliamentary proceedings of the House, Senate, and relevant Committees:

- Read through the associated publications for information relevant to the CFPC.
- Read and interpret parliamentary proceedings for the House of Commons, the Senate, and their relevant parliamentary committees to gather information relevant to the CFPC.

- Summarize relevant information, occurring several times throughout the year as federal proceedings sit and break, and communicate to relevant parties.
- Process information for use in future advocacy efforts (e.g. notes which MPs to reach out to on certain priority topics based on their comments in Parliament).
- Follow and identify relevant policy developments on social media for CFPC action and consideration.

Maintain database and website of department publications:

- Maintain Excel "database"/archive of Health Policy and Government Relations publications available to the public online to assist with historical/current recollection of CFPC positions.
- Determine where updates may be needed.
- Routinely cross-check the database and website to ensure newly published documents are properly housed on the website and added to the database.

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

- Master's degree in a social science, research, or policy-related field required.
- Minimum of three (3) years of related professional experience required.
- Minimum of three (3) years of policy research experience preferred.
- Advanced knowledge of the Canadian health care system, health services delivery, and health policy across Canadian jurisdictions.
- Advanced knowledge of government interest holders, health professional organizations, and relevant medical, health, and advocacy networks in Canada.
- Strong research, analytical, and critical thinking skills, with the ability to interpret quantitative and qualitative data and develop evidence-informed recommendations.
- Excellent communication skills, including experience preparing reports, briefing notes, position statements, and other policy-related materials.
- Strong organizational, prioritization, problem-solving, and time management skills, with the ability to manage multiple competing priorities and meet deadlines.

- Demonstrated interpersonal, collaboration, and relationship-building skills, with the ability to work effectively with government representatives, health system partners, members, volunteers, and internal interest holders.
- Intermediate negotiation and influencing skills, with the ability to support advocacy initiatives and interest holder engagement activities.
- Advanced proficiency in Microsoft 365 applications, including Teams, Word, Excel, PowerPoint, and Outlook.
- Experience using research platforms and managing website content and online publications considered an asset.
- 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.
    - All candidates for a designated bilingual position must successfully complete a third-party assessment (both written and oral). Based on our current provider, candidates must achieve "superior" in all four bilingual tests: written comprehension; vocabulary structures; written expression; and oral expression.
- *Core Competencies:* Continuous improvement, customer orientation, courage, stress tolerance, communication, collaborating, influencing, work standard, facilitating change.

Working Conditions

- Some travel (< 10% of the time), including both in and out-of-town.

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 # 2026-23 to: careers@cfpc.ca by September 11, 2026.

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.

The CFPC is dedicated to advocating for improvements in the health care of Indigenous people. You can read our Indigenous Health Working Group (IHWG) action plan and learn more about what we are doing around cultural safety and reconciliation.

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