About the CFPC

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 44,000 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.

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 Health Policy Analyst

Posting #: 2024-02
Department: Health Policy and Government Relations
Division: Member and External Relations
Reports to: Manager, Health Policy and Government Relations
Classification: Support Staff
Status: Permanent Full Time
Contract end date (if applicable): N/A
Job Family: Professional/ Knowledge Worker
Full Time Equivalent: 1.0
Bilingual (English/French): No
Salary Range: Min. $72,906.55 Mid. $91,133.18 Max. $109,359.00

Summary

The health policy analyst provides policy analysis and research on health policy issues relevant to family medicine in Canada. The analyst interacts with government officials to obtain relevant policy data and summarize it for the CFPC. The policy analyst leads the researching and writing of health policy materials that further the advancement of family medicine in Canada, including advocating for the CFPC’s Patient’s Medical Home vision, as well as presenting these materials to government. Knowledgeable about
the CFPC and its processes, the policy analyst takes initiative and responds to queries from members and those in other CFPC departments. Assisting CFPC committees in their work, the policy analyst provides background materials and draft policy papers, when appropriate. The position also supports relevant committees and working groups through logistical support, research and writing capacity as necessary.

Main Responsibilities include.

Support the Department of Health Policy and Government Relations with health policy research and writing.

- Conducts research/analysis and develops 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.
- Investigate root causes of issues related to the working conditions of family physicians and propose solutions based on research and consultation.
- Produces briefing notes on relevant data/research as needed to keep CFPC senior staff and provincial partners informed.
- Provides research and analysis of federal/provincial/territorial government policies and legislation.
- Coordinates and supports Health Policy and Government Relations committees, as required.
- Maintains awareness of publications and statements from key stakeholders in the health policy environment (online and across key social media channels) and applies this awareness in work on health policy/government relations tasks.
- Collaborates with Marketing and Communications team in creation of external facing advocacy documents as well as promotion of CFPC advocacy efforts.

Communicate and meet with key stakeholders (members of parliament staff, government agencies, academic institutions national health organizations) to network, liaise and advocate on behalf of CFPC members.

- Reaches out to members of parliament and senators to arrange meetings with the CFPC CEO, President, and relevant staff to discuss actions the federal government can take to support family medicine (and attend such meetings, as needed, either virtually or in person).
- Answers CFPC member and other stakeholder 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.
- Reads, interprets, and distills parliamentary proceedings for the House of Commons, the Senate, and their relevant parliamentary committees to gather information relevant to the CFPC.

Manage database and website of department publications.

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

- Ensures effective and professional communications with all internal and/or external contacts.
- Develops and maintains collaborative relationships at all levels of the organization in order to build trust and confidence in the services provided.
- Works in accordance with all CFPC policies, procedures and processes with all applicable legislation.
- Work in accordance with all health and safety requirements
- Demonstrate behaviors aligned with the CFPC Values in Action
- 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.
- Participate in the onboarding 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 degree in public health, Public Policy or similar
- 3 years of related professional experience, preferably in Health Policy Research
- Strong understanding of health policy and government processes is preferred (especially the Canadian health care system)
- Familiarity with government functionality and structure, including elected leaders, government agencies, government Committees etc.
- Proven organizational and referencing skills (familiarity with a referencing suite, e.g. Zotero, RefWorks, EndNote)
- Excellent interpersonal relationship-building and negotiation skills
- Demonstrated ability to compile, interpret and summarize qualitative and quantitative data.
- Strong computer skills in MS Office (Word, Outlook, Excel, PowerPoint) and various research platforms
- Familiarity with key relevant social media channels and ability to structure and present information on web pages.
- Ability to set priorities, problem-solve, think critically/creatively, and meet deadlines.
- Ability to work independently and with other team members.
- French is an asset.
- Familiarity with other health professional organizations, representatives and networks is an asset.

**Working Conditions**

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

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# 2024-02 to: careers@cfpc.ca by 25th January 2024.

The CFPC is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous peoples, persons with disabilities, and persons of any sexual orientation or gender identity or expression. 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.