



## 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 CFPC 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.

**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.

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<b>Position Title:</b>	<b>Information Technology Project Manager</b>
<b>Vacancy#:</b>	<b>2025-17</b>
<b>Department:</b>	<b>Business Solutions</b>
<b>Division:</b>	<b>Information Technology Services</b>
<b>Reports to:</b>	<b>Director, Business Solutions</b>
<b>Classification:</b>	<b>Management</b>
<b>Status:</b>	<b>Permanent</b>
<b>Full Time Equivalent:</b>	<b>1.0</b>
<b>Salary Range:</b>	<b>Min: \$102,799.44 Mid: \$128,498.88 Max: \$154,198.80</b>

### Summary

The role of the Information Technology (IT) Project Manager is to lead all phases of the project lifecycle from initiation and planning, including facilitating business requirements and process documentation thorough to implementation, and closure in accordance with approved scope, timeline, resources, and budgets. The position is customer service focused and is key to understanding the business goals and objectives with a commitment to consistently communicate with business stakeholders, internal ITS team and external vendors to ensure project objectives, quality and expectations are well managed. Identifies opportunities for continuous improvement in project delivery and services.

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

### **Essential Duties**

- Responsible for the successful project execution including monitoring and controlling scope, milestones and ensuring that budget remains on target and serving as main point of contact for internal and external interest holders.
- Plan and manage multiple cross-functional projects or workstreams simultaneously,
- Work closely with Business stakeholders and Director to create project plans and charter to establish scope, schedule, cost, communication, risk, quality, and change control.
- Define project scope, goals, timelines, and deliverables that support and align with business goals and objectives.
- Lead the project team through identification of key deliverables, activities, and tasks in order to develop the project schedule (and deliver project within established scope and identify constraints).
- Collaborate and facilitate business requirements gathering, data and process mapping sessions with Business Analyst.
- Manage and coordinate the daily work efforts of the project team members (I&TS & business) to ensure tasks, timelines and responsibilities are clearly outlined and completed to acceptable standards and approved schedule.
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion.
- Manage, monitor, and control project budgets, including estimates, actuals, and forecasts with alignment to project scope and/or statement of work.
- Provide consistent and concise reporting bringing visibility to project status (timeline, key decisions, dependencies, issues, risks, metrics) on a standard cadence.
- Determine and recommend the need for additional resources and/or consultants working closely with Business Stakeholders and assist in recruitment if necessary, during project lifecycle.
- Proactively identify potential issues and risk and develop mitigation plan.
- Build, develop, and grow business relationships vital to the success of the project.
- Ensure adherence to established IT Project Governance and methodologies.
- Effectively manage third-party vendors against the agreement and ensure the delivery of the vendor solution is acceptable to all interest holders.
- Lead collaborations with customers, subject matter experts, designers, and software/quality engineers to maximize project quality and business value.
- Upholds and enhances the waterfall and agile methodologies utilized by the organization.
- Conduct project lessons learned and created a report which identifies project wins and opportunities for improvement.

### **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 computer science, Business Information Management or System or related discipline.
- 8 years of experience as a project manager implementing technology/software solutions including all aspects of solution selection, business requirements, process mapping and project delivery.
- 2 years in the non-profit sector preferred.
- 2 years of Project Management experience, implementing one or more of the following:
  - CRM (Customer Relationship Management)
  - Business Intelligence/Analytics and Data Warehouse
  - Digital Transformation
  - Learning Management or Credit Tracking Applications
  - Exam Candidate Tracking Systems
  - Website Enhancements
- 2 years Developing project plans using tools such as MS Project.
- 2 years of experience working with Data and Digital Experience to deliver analysis and reporting.
- PMP- Project Management Certification.
- CBAP/IIBA or recognized business analysis certification, preferred.
- ITIL Certificate, preferred.
- Advanced ability to work independently as well as being a team player.
- Advanced research, prioritization, and communication skills.
- Intermediate analytical, problem-solving, presentation, collaboration and interpersonal skills.
- 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.

- 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.
- No physical demand required.

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'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 vacancy# 2025-17 to: [careers@cfpc.ca](mailto:careers@cfpc.ca) by July 31,2025.**

**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).*