



Job Posting

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.

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 Learning and Development Specialist

Posting #:	2022-41
Department:	Human Resources
Division:	Corporate Services
Reports to:	Director, Human Resources
Classification:	Support Staff
Status:	Permanent
Job Family:	Professional / Knowledge Worker
Full Time Equivalent:	1.0
Bilingual (English/French):	No
Salary Range:	\$68,779.79 - \$85,974.70

Summary

The Learning and Development (L&D) Specialist works closely with HR colleagues and people leaders to identify learning needs, recommend learning solutions that are aligned with strategic and operational priorities, and foster a culture of continuous learning across the organization. This role is responsible for the design, development, delivery and/or coordination of learning solutions in a fast-paced, ever-changing

environment where learning is foundational and a core value. The Learning and Development Specialist is customer and results oriented, has excellent communication skills, a strategic thinker and works collaboratively to drive positive change.

Main Responsibilities

Essential Duties

- Support the HR team to effectively meet established objectives by developing and implementing high impact learning and development programs in line with organizational needs and priorities
- Work in partnership with internal stakeholders and external providers as needed on the delivery of learning solutions
- Embrace CFPC's values through all learning and development activities
- Evaluate current and new programs by reviewing and measuring feedback from participants on the effectiveness and delivery of learning objectives
- Develop innovative and engaging learning and development solutions and end user experiences using best practice L&D tech tools and adult learning theory principles
- Collaborate with subject matter experts, people leaders, and cross functional teams to perform learning needs assessments in support of achieving organization wide learning and development objectives
- Support in the creation and facilitation of training content through in-person workshops, online facilitation, or distance learning
- Facilitate staff working groups or committees as required
- Support skills development related to our competency framework
- Support the implementation of our new talent management system
- Coordinate, promote and evaluate existing corporate wide learning programs and subscriptions
- Manage all training records and conduct training audits as required
- Support people leaders and individual contributors with the achievement of personal learning goals, leveraging internal resources and/or recommending external resources
- Support the creation of relevant HR policies
- Lead the creation of a formal leadership development program for people leaders, managers and future leaders
- Support other related projects, staff events, and talent management initiatives within the HR team

Requirements

- Bachelor's Degree in Human Resources, Organizational Development, Psychology or Business
- 5 years' relevant experience
- Related professional designation i.e. Certified Human Resources Professional (CHRP), Certified Human Resources Leader (CHRL), Certified Training and Development Professional (CTDP)[™] or Certified Training Practitioner[™] (CTP)
- Member in good standing with relevant professional association
- Proficient MS Office Suite (Excel, Word, Outlook, PowerPoint) skills
- Advanced online survey tools skills
- Ability to navigate ambiguity and thrive in a climate of change
- Ability to develop training solutions to suit complexity and organizational needs
- Organizational skills and the ability to manage multiple tasks at one time
- Interpersonal and customer service skills
- Collaboration and problem-solving skills

Working Conditions

- Flexibility to work overtime at peak times may be required
- 8:00 am – 4:00 pm or 8:30 am – 4:30 pm or 9:00 am – 5:00 pm Monday to Friday

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. On February 17, 2022, the Executive Team announced the decision to explore becoming a fully remote, and nationally distributed organization. We are aiming for February 2023 as the date to finalize a decision in this regard. There is much work to be done, including the assessment of which roles, if any, require in person attendance going forward. In the interim, staff work remotely (or work in our office in Mississauga). Attendance in the office and at offsite meetings is voluntary during the pandemic, although there may be policies and/or procedures that require regular in-person attendance introduced in the coming weeks. Unless otherwise identified, all new employees and internal employees who apply for new positions will be expected to commute to our office in Mississauga at their own expense if required to do so.

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# 2022-41 to: careers@cfpc.ca by August 26, 2022.

The CFPC is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous people, 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.

CFPC employees are making a difference for the College's more than 42,000 members, their patients, to the health care system, and ultimately family, friends, and neighbours.

The CFPC does this by setting standards for education, certifying and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship, which is core to the profession.