



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 Manager, Education

Posting #: 2022-58
Department: Education
Division: Academic Family Medicine
Reports to: Director, Education
Classification: Management
Status: Full Time- Permanent
Job Family: Manager
Full Time Equivalent: 1.0
Bilingual (English/French): No
Salary Range: Min. \$101,997.11 Mid. \$127,496.39 Max. \$152,995.68

Summary

This position is responsible for supporting Family Medicine teachers, preceptors, educational leaders and learners involved in family medicine undergraduate and postgraduate education in Canada. This position provides oversight on the Section of Teachers Council and the Section of Residents Council that governs member engagement, resource development and implementation of teaching and learning initiatives. It is

engaged in active liaison with the university departments of family and community medicine, the provincial/territorial chapters of the CFPC and other committees of the CFPC where teachers in Family medicine are found. The Manager's role places a strong emphasis on building relationships with a strong emphasis on knowledge translation and liaison opportunities to connect with teachers, educational leaders and learners.

Main Responsibilities

Essential Duties

- Management of the department of education functions, staff and resources of the department including:
 - Staff supervision and development
 - Management of budget and resources
 - Management of internal and external relationships and opportunities related to medical education
 - Quality assurance and continuous improvement

Departmental Administration

- Support Director in departmental operations and act as lead staff on departmental administration
- Manage staff, including allocation of staff resources, delegating, scheduling and prioritizing of staff workloads
- Act as a resource to departmental staff, including other managers and coordinators. This involves providing advice and support to staff in the resolution of difficult policy or procedural challenges.
- Key staff person for central reporting i.e., reports to the Executive, Board and other CFPC committees for the Section of Teachers (SOT) Council, the Section of Residents (SoR) and other educational committees
- Ensure effective and efficient functioning and communication amongst staff across the department, division and CFPC by setting and leading strategic meetings
- Liaise with the managers of AFM to ensure standardization of policy and coordination of activities between departments
- Implement administrative processes to support external consultants working with the Education Department and its committees
- Oversee the development and the logistics/schedules for CFPC participation at education related conferences

Member Engagement

- Develops and executes outcomes-based strategy related to learner and teacher engagement, recognition, support, and satisfaction through the respective sections
- Identifies and develops strategic relationships between CFPC, chapters, family medicine program leadership, and other stakeholders to support learners and teachers
- Links priorities, identifies opportunities, and connects departments such as the Foundation and Besrour Centre with teachers, resources, and innovations
- Essential link with Membership, Health Policy, and MarComm departments to ensure understanding of teacher and learner needs and opportunities within broader membership base.

Oversight for Capacity Building for FM Teachers, Learners & Educational Leaders

- Work closely with Council Executive, in particular the chair, to ensure effective functioning
- Facilitate and foster communication among teachers, learners and educational leaders as well as with other CFPC committees, university partners and external sister medical organizations to build

- Oversee the management of special projects and committees, task forces, sections, working groups and community of practices affiliated with the Education Department
- Develop written reports, briefings, correspondence, presentations and/or documents related to special projects, committees, taskforces, working groups and community of practices affiliated with the Education Department
- Manage constituent group coordination and communication to foster liaison sections committees, taskforces, working groups and communities of practices affiliated with the Education Department

Resource development and dissemination

- Oversee the teaching and resident streams of Family Medicine Forum (FMF) and develop an educational program tailored to member needs across the conference. Ensure that appropriate linkages occur between all committees and relevant Sections and oversee peer review and abstract selection process.
- Identify opportunities to develop resources that support learners, teachers, preceptors and educational leaders by working closely with members and committee.

Supervisory Duties

- As a Hiring Manager for direct reports, collaborate with Human Resources to develop recruitment plans based on staffing needs, participate in internal and external job candidate selection including screening, conducting interviews, testing, and onboarding. Authorize all hiring/promotional decisions, ensuring compliance with all related policies and regulations.
- Set performance goals and project deadlines that align with CFPC vision, mission, strategic plan, and team/departmental priorities in consultation with the Director. Organize workflow, delegate work to employees, monitor and address issues with productivity or work quality, track progress, and provide constructive feedback and coaching.
- Supervise direct reports and manage the performance of individuals through ongoing coaching, feedback, and development to motivate, engage and drive a high performing team.

Requirements

- Master's Degree in Education or equivalent degree, required.
- 5 years of relevant experience in a management role with a focus on education, in a professional association with voluntary membership, required.
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English, Required
- Basic level of Canadian Health care system, and medical education, required.
- Intermediate Microsoft Office, required.
- Advanced Supervisory, administrative and prioritization skills, required
- Advanced ability to take initiative, work independently and a team player, required.

Working Conditions

- Regular travel from 10 to 40 % of time.

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 September 22, 2022, our Executive Team announced that we will move towards becoming a hybrid nationally distributed (pan-Canadian) organization. By "hybrid" we mean that we will work and meet remotely for our routine tasks and will make efforts to connect in person when the work/discussion warrants in person interaction. We also recognize that to maintain culture, teams, and cohesive working

environment, we will need to come together for purposeful in person discussions. When we come together in person, we may do so through the permanent space we hold or through partners' space. There is much work to be done and specifics to be ironed out, but we are moving towards being a nationally distributed (pan-Canadian) organization with hubs distributed across the country and unified by strong branding. Work style follows function, with staff benefitting from flexibility that is informed by the nature of their roles/tasks and is rooted in options and dependent on the need of the work and business unit leads. This would be embedded in policies and principles.

While we examine implications (using a framework) for various teams across the organization, staff will continue to work remotely (or work in our office in Mississauga). In person attendance in the office and at offsite meetings remains voluntary, 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# 2022-58 to: careers@cfpc.ca by December 2nd, 2022.

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.