

## JOB OPPORTUNITY

### About the CFPC

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 43,000 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, Health Policy, and Government Relations

**Posting #:** 2023-71  
**Department:** Health Policy and Government Relations  
**Division:** Member and External Relations  
**Reports to:** Director, Health Policy, and Government Relations  
**Classification:** Management  
**Status:** Full Time- Permanent  
**Contract end date (if applicable):** N/A  
**Job Family:** Manager  
**Full Time Equivalent:** 1.0  
**Bilingual (English/French):** No  
**Salary Range:** Min \$87,701.01 Mid. \$109,626.26 Max. \$131,551.52

### Summary

This position addresses responsibilities related to management of the development, maintenance and communication of health policy. The Manager assists the Director in the development, evaluation and communication of policy statements, documents and papers and in external relations with national and provincial organizations.

## **Main Responsibilities may include but not limited to:**

- Manage health policy and government relations related communications, associations and relations with Chapters, members, CFPC staff, health care professional / provider organizations, federal government, and unrelated organizations in connection with health policy development.
- Manage CFPC Health Policy:
  - Develop, coordinate and maintain CFPC health policy briefing notes, key messages, position statements, letters, and discussion papers.
  - Staff, Financial and Material Resources (e.g., department budget)
  - Records and Resources documents
  - Communication regarding health policy and government relations internally, e.g., to CFPC Chapters, Provincial Partners, Members and Staff, and externally
  - Act, at the discretion of the Director, as a CFPC representative on internal and external committees, fora, symposiums, etc.
  - Health policy analysis: Retrieve, review and synthesize relevant external health policy data into briefing notes, key messages and other communication resources.
- Manage CFPC Federal public affairs and government relations:
  - Serve as a liaison with federal and provincial government staff - build, maintain and leverage relationships.
  - Serve as a government relations resource to CFPC leadership and Provincial Partners
  - Analyze and develop summaries of relevant federal parliamentary proceedings of the House, Senate, and relevant standing committees; and relevant federal legislation and other government activities (political parties' platforms, Budget, Speech from the Throne etc.)
  - Operational management of the CFPC's responsibility to report under the Lobbying Act any in-person interactions with Designated Public Office Holders, including keeping registration reports with the Lobbying Commissioner up to date.
- Operationalize the strategic priorities identified for the department and apply project management methodologies to ensure selected tasks are completed on time and within the set budget.
  - Engage the department staff as necessary in project activities, while supervising and guiding their work
  - Ensure timely reports on progress of department activities for leadership.

### **Related Duties:**

- Ensure effective and professional communications with all internal and/or external contacts.
- Develop and maintain collaborative relationships at all levels of the organization to build trust and confidence in the services provided.
- Work in accordance with all CFPC policies, procedures, and processes with all applicable legislation
- 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

### **Supervisory Duties:**

- Implement staffing plans of the team/department.
- 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.

- Adhering to budget policies and procedures, and in consultation with Finance, manage operating and capital budgets for the team/department, including forecasting estimated and actual costs.
- Ensure cost control and expenses are in alignment with the budget.

#### **General Management Duties**

- Develop, provide input, and/or implement Policies and Procedures

#### **Requirements**

- Master's degree in relevant field
- Minimum 6 years of experience in workload management, government relations and stakeholder identification/management.
- Experience preparing and managing budget, preferred.
- French is an asset.
- Advanced health service delivery and health policy in Canada- Advanced Health Care System knowledge
- Advance Microsoft Office Word, Power Point and Outlook.
- Intermediate Microsoft Excel.
- Advanced management, interpersonal, research, writing, analytical, organizational and attention to detail skills.
- Ability to work independently.

#### **Working Conditions**

- Travel is required to attend meetings in Ottawa and the annual Family Medicine Forum - approximately 10-12 trips per year with 3-5 overnight stays and some extended workdays with same day travel included.

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.

**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# 2023-71 to: [careers@cfpc.ca](mailto:careers@cfpc.ca) by 30<sup>th</sup> October, 2023**

*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.*