



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 an Outcomes of Training Project Management Lead

Posting #: 2022-65
Department: Academic Family Medicine Administration and Accreditation
Division: Academic Family Medicine
Reports to: Manager, AFM Administration and Accreditation
Classification: Support Staff
Status: Contract Full Time, until 31 March 2024
Job Family: Professional/Knowledge Worker
Full Time Equivalent: 1.0
Bilingual (English/French): No
Salary Range: Min. \$75,128.47, Mid. \$93,910.58 and Max. \$112,692.70

Summary

The Outcomes of Training Project (OTP) Management Lead works alongside the other Project Management Lead(s) and under the direction of the AFM Executive Director and AFM Manager to ensure effective and successful planning, management, and organization of the Outcomes of Training Project which is a national multi-year-and-stream project spanning family medicine education and

practice reform. The OTP Management Lead will work collaboratively with internal and external project team members, CFPC service departments, various Committees and member groups, and partner organizations. The OTP Management Lead will have advanced project management skills and experience and will be required to develop and scope project and budget plans, create knowledge products, develop and enact multiple project methodologies, technologies and techniques, organize and deliver hybrid meetings, focus groups, interviews and retreats/summits, and support human resource administration including project consultants.

Main Responsibilities

Project Development and Management

Manage Outcomes of Training Project (OTP) operational development, planning and execution:

- Develop, maintain and monitor the workstreams of the OTP and related roadmap including workplans, schedules, budgets, actions and decisions
- Draft statements of work, prepare and execute contracts, and oversee the communication and meetings with, and deliverables of project consultants
- Collaborate on the development and maintenance of grant and funding proposals
- Research, synthesize and interpret pertinent information, data, and literature to inform the project
- Plan, participate in, document and action internal and external project meetings with team members, stakeholders, and/or consultants
- Design, create, maintain and summarize findings from data-gathering and consultation activities (e.g., focus groups, expert panel interviews, surveys)
- Manage and maintain adequate project documentation, files and data

Partner Engagement and Communication

- Acts as a liaison to build and advance effective relationships for project deliverables, and to develop and manage project communications with other departments, divisions, and external partners
- Manage and plan retreats and summits in virtual, face-to-face and hybrid formats end-to-end ranging in size from 10- 400 participants
- Manage and ensure, participatory, consultative and scholarly approaches at and through meetings, presentations, retreats, summits and conferences

Knowledge Product Development and Knowledge Translation

- Draft and enact knowledge translation plans, program evaluation, and dissemination strategies in collaboration with the project team
- Develop various mixed-media knowledge products in collaboration with the project team and service departments including but not limited to presentations, web content, briefing notes, proposals, evidence summaries, reports, and videos

Committee and Working Group Management

Manage the overall function of OTP committees and related advisory groups/sub committees including:

- Develop Terms of Reference
- Recruit and maintain membership
- Build trusted relationships and maintain open dialogue to ensure project deliverables
- Manage meeting preparation activities
- Prepare agendas, background documents, summaries, minutes, progress reports, presentations
- Plan, manage and communicate the work and assignments of the committee(s) and working group(s)
- Establish timelines and compile, edit and track iterative content development within

deadlines

Related Duties

- Participate with the onboarding of new team members as required
- Contribute to delivering on the overall work plan of the department and strategic goals of the CFPC
- Demonstrate behaviors aligned with the CFPC Values in Action
- Develop and maintain collaborative relationships at all levels of the organization in order to build trust and confidence in the services provided
- Ensure effective and professional communications with all internal and/or external contacts
- Participate in the development and/or execution of special projects as required
- Participate on internal staff committees or working groups as required
- Support the team and collaborate with colleagues to ensure departmental needs are met including absence coverage and cross-training as required
- Work in accordance with all CFPC policies, procedures and processes with all applicable legislation
- Work in accordance with all health and safety requirements

Requirements

- Master's degree in Education or Equivalent Degree, required
- 5 years' experience in relevant human service/healthcare/education discipline, required.
- Credential or Certification in Project Management, preferred.
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English, required.
- French is an asset.
- Advanced Microsoft Office (Word, Excel, Power Point, Outlook), required.
- Advanced ability to communicate with various audiences, navigate ambiguity and thrive in a climate of change, required.
- Advanced Project Management, Creative, and event planning skills, required.

Working Conditions

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

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# 2022-66 to: careers@cfpc.ca by 11th January 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.