

Job Posting

About the CFPC

Representing more than 38,000 members across the country, the College of Family Physicians of Canada (CFPC) is the professional organization responsible for establishing standards for the training, certification and lifelong education of family physicians and for advocating on behalf of the specialty of family medicine, family physicians and their patients. The CFPC accredits postgraduate family medicine training in Canada's 17 medical schools.

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 HEALTH POLICY ANALYST, ATLANTIC CHAPTER SUPPORT

Posting #:	2019-19
Department:	Health Policy and Government Relations
Division:	Member and External Relations
Reports to:	Director, Health Policy and Government Relations
Classification:	Support Staff
Status:	Contract (3 year)
*FTE:	1.0
Level:	4

Job Summary

To provide policy analysis and research on provincial health policy issues, to interact with provincial government officials to obtain relevant policy data and summarize it for the Chapter senior staff. The policy analyst supports government advocacy promoting the vision documents produced by the CFPC and Atlantic Chapters, including Patient's Medical Home (PMH), Family Medicine Professional Profile and Triple C. Knowledgeable about the CFPC and Atlantic Chapters and their respective processes, the policy analyst takes initiative and responds to queries from members and provincial government contacts. To assist Atlantic Chapter committees and working groups in their discussions, the policy analyst provides background materials and draft policy papers, when appropriate. The policy analyst initiates and maintains relationships with relevant government stakeholders. Successful candidates will have awareness of relevant government issues as they arise and inform Atlantic Chapters as appropriate. This position focuses its support on Atlantic provinces 80% of the time with auxiliary support to other Chapters 20% of the time.

Responsibilities:

Essential duties:

- Support the Atlantic Chapters with health policy research, writing research papers/reports/memoranda/briefing papers, and editing health policy publications
- Ensure alignment of provincial advocacy efforts with those of CFPC and the Atlantic Chapters where relevant
- Provide research and analyses of Atlantic provincial government policies and legislation
- Research of policy information and scientific evidence on health care issues
- Synthesis of research into documents including policy scans, report summaries, briefing notes and options papers
- Coordinate and support Atlantic Chapter committees and working groups, as required
- Work with Atlantic Chapters and the CFPC communications team to ensure relevant materials are edited, translated (New Brunswick only), laid out and posted to the appropriate website
- Follow Atlantic provincial government proceedings and events
- Conduct media searches for Atlantic provincial government health-related items and issues that are relevant to family medicine
- Assist in the research and development of government relations tools
- Assist with correspondence to key stakeholders, including Atlantic provincial officials
- Retrieve, analyze and summarize relevant Atlantic provincial legislation and other government activities
- Examine political parties' election platforms, ongoing commitments, etc. in Atlantic provinces
- Maintain contact database of relevant stakeholders

- Participate on external committees/projects at the discretion of Atlantic Chapters

Related Duties:

- Provide excellence in member and client service
- Ensure effective and professional communications with all internal/external contacts
- Develop and maintain collaborative relationships at all levels of the organization in order to build trust and confidence in the services provided
- Participate with the onboarding of new team members as required
- Support the team and work with colleagues to ensure department needs are met including absence coverage
- Work in accordance with all CFPC policies, procedures and processes, and federal and provincial legislation
- Work in accordance with all health and safety requirements
- Demonstrate behaviours that align with the CFPC Values
- Demonstrate competencies aligned with the CFPC Competency Framework
- Participate on CFPC staff committees or working groups and other related projects as required
- Other duties as assigned

Requirements:

- Undergraduate Degree with a social science/research background
- Minimum of 4-6 years of related professional experience (in policy research preferred)
- Strong understanding of health policy and government processes in the Atlantic region
- Familiarity with other health professional organizations, representatives and networks is an asset
- Proven organizational and referencing skills
- Demonstrated ability to compile, interpret and summarize qualitative and quantitative data
- Strong computer skills in MS Office (Word, Outlook, Excel, PowerPoint) and various research platforms (PubMed, EBSCO, Google Scholar, etc.)
- Knowledge of CFPC history and processes as well as a working knowledge of the Atlantic provincial medical organizations and their roles
- Ability to set priorities, problem-solve, think critically/creatively and meet deadlines
- Ability to work independently and with other team members using virtual networks
- Verbal and written communication skills, with ability to express ideas and opinions clearly and effectively in English; French is a strong asset

Working Conditions:

- Work remotely (home office) located in one of the Atlantic Provinces
- 8:00 a.m. – 4:00 p.m. or 8:30 a.m. – 4:30 p.m. or 9:00 a.m. – 5:00 p.m. Monday to Friday

If you share our passion, and are committed to living our CFPC Values please submit a cover letter and your résumé referencing the posting # 2019-19 to: careers@cfpc.ca by September 25, 2019

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.

*Full-Time Equivalent

