

Job Posting

About the CFPC

Representing more than 37,000 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 HUMAN RESOURCES ADVISOR (BILINGUAL)

Posting #: 2018-29
Department: Human Resources
Division: Corporate Services
Reports to: Manager, Human Resources
Classification: Support Staff
Status: Permanent Full Time
***FTE:** 1.0
Level: 6B

Main Responsibilities

Reporting to the Manager, Human Resources, the Bilingual Human Resources (HR) Advisor will use a consultative approach to partner with assigned client groups to help develop, maintain and implement Human Resources strategies and frameworks that drive organizational capacity and results in support of the College of Family Physicians of Canada (CFPC). As a well-rounded Human Resources generalist, the Human Resources Advisor will be responsible for providing full scope HR services aligned with the Human Resources Professionals Association (HRPA) Competency Framework, including: HR Strategy; Professional Practices; Organizational Effectiveness; Workforce planning and talent management; Labour and employee relations; Total Rewards; Learning and Development; Health, Wellness and Safe Workplace; HR metrics, reporting and financial management.

Key responsibilities include but are not limited to:

- Acting as a trusted resource to provide full-scope HR services to the dedicated client groups you support including both strategic advice, consultation and operational support
- Leading the administration, orientation and support required for leave of absence requests (e.g., pregnancy/parental leave)
- Maintaining effective disability/sick leave claims management including Early and Safe Return to Work accommodation practices in collaboration with managers, employees, medical practitioners, third party providers
- Providing full-scope internal and external recruitment and selection support and services to from advertising through interviewing, assessments and reference checking, ensuring the most qualified candidates are sourced
- Acting as first point of contact for benefits administration including benefits orientation, claims resolution, and Plan inquiries
- Administering CFPC's pension program including pension orientation, enrolments, retirement planning seminars, and pension contribution inquiries
- Providing ergonomic support to staff through basic office ergonomics assessments, coordination of ergonomic education sessions, and recommendations for external ergonomic assessments
- Providing support and assistance for all Human Resources policy and program development and implementation
- Providing backup to other members of the team for vacation coverage
- Participating and/or leading internal staff committees, working groups and special projects as assigned

Key Requirements and Competencies:

- A bachelor's degree in Human Resources, Business Administration or related field
- Minimum 6 years of experience in an HR generalist role
- CHRP/L designation or working towards certification
- Current registration as a member in good standing with the Human Resources Professional Association (HRPA)
- Sound knowledge of, and relevant experience with most, if not all areas of the HR scope of practice including: employment legislation in Ontario (and Canada); recruitment and selection; health and safety; compensation & benefits; disability management; total rewards; learning and development; HR best practices; employee relations; policy development; HR metrics etc.
- Full understanding and demonstrated working knowledge of relevant legislation (e.g., Employment Standards Act, Ontario Human Rights Code, Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities Act)
- Flexibility and adaptability with ability to respond to shifting needs managing multiple tasks at one time, and easily navigate ambiguity and manage change
- Excellent organizational, and time management skills
- Strong customer service mentality with ability to respond to customer needs in a timely and effective manner
- Intermediate to advanced computer skills with ability to understand and leverage technology with focus on enabling self-serve capacity
- Solution focused and creative approach to problem solving with strong negotiation skills
- Solid interpersonal skills with demonstrated ability to build and maintain relationships within immediate team, across the organization and with external partners
- Experience working in a private, not-for-profit organization an asset
- Highly effective verbal and written communication skills, with ability to express ideas and opinions clearly and effectively in English and French

Working Conditions:

- Open concept office environment

Hours of Work:

- 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# 2018-29 to: careers@cfpc.ca by 5pm on January 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*

