



Job Posting

About the CFPC

Representing more than 39,000 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 Continuing Professional Development Project Manager

Posting #:	2021-48
Department:	Continuing Professional Development
Division:	Professional Development and Practice Supports
Reports to:	Director, Continuing Professional Development
Classification:	Management
Job Family:	Manager
Status:	Contract (3 years)
*FTE:	1.0
Level:	6

Summary:

Reporting to the Director, Continuing Professional Development (CPD), the incumbent will manage and oversee a variety of projects related to the operational and strategic planning of CPD initiatives. This role brings project management expertise to support the the CPD leadership team, CPD Department and relevant CFPC departments to ensure effective and efficient project operations for the development, implementation, and evaluation of new and existing CPD department projects. The incumbent will be expected to liaise with CPD Business Units (Mainpro+ and Certification), work in conjunction with CPD Project Analyst, and represent CPD College-wide, liaising with CFPC staff regarding projects that integrate with or impact CPD.

Responsibilities

Essential Duties include:

- Serve as a member of the CPD Department management team, providing leadership, and participating in organizational and department strategic project planning and business development activities in alignment with organizational objectives
- Oversight and strategic planning of team and resources required for assigned projects
- Providing leadership and suggestions for enhancements to member service related to CPD, (e.g., user-interface, user experience, etc.)
- Define the project scope, goals, and deliverables in collaboration with the project team
- Draft and issue project proposals, project contracts, project plans, business requirements, statements of work and other project related documents.
- Organize and attend stakeholder meetings and assist with determination of project requirements, taking and distributing minutes and/or project updates in a timely manner to attendees
- Track and monitor the project's status from concept phase to completion phase by developing the project charter, requirements, testing plan, etc.
- Develop, track, and implement the project's communication, promotion, dissemination, and evaluation plans
- Provide project management and facilitate project work to ensure deliverables are met within the required timelines
- Participate in synthesizing information into reports, presentations and publications to internal and external stakeholders, project debriefs, documenting new requirements and lessons learned
- Lead the engagement and ongoing communication with the relevant stakeholders through regular meetings, provision of regular project status updates, tracking of project status and issue fixes as well as leading the overall evaluation of the project
- Oversee the budget throughout the duration of the contract with respect to the tracking, itemization, documentation, future cost projections and overall reporting
- Proactively identify potential risks to a project and identify mitigating solutions
- Troubleshoot when issues arise and develop possible solutions to address an issue independently and with the team
- Keep the Executive Director of PDPS, the Director of CPD, and all project stakeholders informed about project status and issues that may impact project's timeline, budget, quality of deliverables, and member relations.
- Support the CPD Department with tasks related to other related CPD initiatives

General Management duties:

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

Related duties:

- Ensure effective and professional communications with all internal/external contacts
- Develop and maintain collaborative relationships at all levels of the organization
- Work in accordance with all CFPC policies, procedures and processes, and all applicable legislation
- Work in accordance with all health and safety requirements
- Demonstrate behaviours aligned with the CFPC Values
- Demonstrate competencies aligned with the CFPC Competency Framework
- Contribute to delivering on the overall work plan of the department and strategic goals of the CFPC
- Participate on special projects as required
- Participate on internal staff committees or working groups as required
- Assist with the onboarding of new team members as required

- Support the team and collaborate with colleagues to ensure department needs are met including absence coverage and cross-training as required

Requirements

- Undergraduate degree; post-graduate university degree is an asset
- Certification in Project/Program Management required (or equivalent combination of experience and education)
- Minimum of 5 years' related work experience
- Strong interpersonal skills and experience with leading project team(s)
- Proven people-management, supervision, and coordination skills
- Experience in proposal, business case and report writing
- Experience in conducting environmental scans, synthesis and analysis of literature and reports
- Experience working nationally, in a not-for-profit organization is an asset
- Knowledge of the Canadian health care system and Canadian medical organizations, particularly as they relate to CPD
- Experience in preparing and giving presentations
- Group facilitation experience in small and large group settings
- Experience coordinating IT and communications, learning management related projects is an asset
- Proficient in the Microsoft Office Suite of products and computer/information databases
- Demonstrated willingness to be flexible and adaptable to changing priorities
- Strong multi-tasking and organizational skills
- Able to function independently to exercise discretion and judgment in sensitive matters
- Experience and skills in working independently to broker, build and maintain collaboration with stakeholders and partners
- Verbal and written communication skills, with ability to express ideas and opinions clearly and effectively in English; French is an asset

Working Conditions

- Open-concept office environment
- 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
- Flexibility to work overtime at peak times may be required.

If you share our passion, and are committed to living our CFPC Values

please submit a cover letter and your résumé referencing the posting# 2021-48 to: careers@cfpc.ca by October 6, 2021.

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*

