

## The Ontario College of Family Physicians Job Description

<b>Job Title:</b>	<b>Manager, Policy</b>
<b>Accountable to:</b>	<b>Director, Policy and Advocacy</b>
<b>Effective Date:</b>	<b>October 2022</b>
<b>Location:</b>	<b>Toronto</b>
<b>Pay Band:</b>	<b>\$95,000 - \$133,000 per annum</b>

The Ontario College of Family Physicians (OCFP) represents more than 15,000 family physicians across the province. We support our members by advocating for the vital role family physicians play in delivering the highest quality care to patients and families across Ontario, providing evidence-based education and professional development, and promoting and recognizing leadership excellence in family medicine. The OCFP fulfills this mandate by continually responding to changes in the healthcare landscape and the evolving needs of family doctors.

### **Position Summary**

The Manager, Policy is a new position within the OCFP, reflecting the critical advocacy and policy work required to support the profession of family medicine. Family doctors are the backbone of our health system, and yet there is a growing family doctor shortage – 1.8 million Ontarians do not have a regular family doctor and by 2025, that number is expected to reach 3 million. Now more than ever the essential role of family doctors must be supported, and the Manager, Policy can make a meaningful difference in that regard – for the profession and all Ontarians.

As the OCFP's Manager, Policy, you will advance the OCFP's policy, government engagement and advocacy activities to help ensure Ontario's family doctors can excel and thrive in practice and that all patients have timely, ongoing access to a family doctor

You bring strong analytical and communications skills, with deep knowledge and experience working in health policy in Ontario. You are a high energy professional with a solid track record of working collaboratively to advocate and generate positive changes that benefit patients, healthcare professionals and our health system.

## **Key Responsibilities**

- Keeps abreast of emerging policies that impact family doctors/primary care and provides timely analysis and briefings to internal and external stakeholders, as applicable.
- Consults with members, government officials, stakeholder partners and key influencers on advocacy opportunities that support family medicine and primary care.
- Shapes and implements the annual policy and advocacy plan, including the development of evidence-based materials such as position statements, white papers and briefing notes.
- Leads the OCFP's response to policy consultations, ensuring that the organization's perspective on behalf of members is well conveyed.
- Informs key OCFP research initiatives, such as surveys and focus groups, seeking membership and public insight on advocacy and policy priorities.
- Oversees the work of the Policy Advisor, which includes developing briefing packages and collateral for government meetings and addressing advocacy/policy-related questions and issues raised by members, the public and government, among others.
- Works closely with communications colleagues to ensure that the OCFP's advocacy work is translated into engaging content for influencing/campaigning.

## **Reporting Relationships**

- This position reports to the Director, Policy and Advocacy

## **Required Qualifications**

- Minimum 10 years' experience driving successful advocacy campaigns and a strong track record of enabling and supporting high-quality health policy development
- Deep knowledge of Ontario's political and policy environment, including key stakeholders and relevant issues related to health care.
- Advanced (preferable) degree in related field, such as health policy/public policy.
- Experience working in a policy role within the Ontario Government is preferred.
- Experience working in/with family medicine/primary care is considered an asset.
- Strong communicator (verbal and written) who is adept at relationship management, policy analysis and problem solving.
- High level of accuracy and attention to detail as well as exceptional organizational and time management skills.

The OCFP is committed to fostering an inclusive, accessible work environment, where all members and employees feel valued and respected. If you require accommodation in order to

participate as a candidate in the hiring process, please communicate your needs to the recruitment team.

**How to Apply:** Please forward a brief cover letter and resume to: [ocfphr@ocfp.on.ca](mailto:ocfphr@ocfp.on.ca) by 5:00 p.m. on Monday, November 14, 2022. **Please use Manager, Policy title in the subject line.**

We thank all those who apply but only those selected for further consideration will be contacted.