

The Ontario College of Family Physicians Job Description

Job Title:	Policy Advisor
Accountable to:	Director, Policy and Advocacy
Effective Date:	October 2022
Location:	Toronto
Pay Band:	\$60,000 - \$80,000 per annum

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 Policy Advisor 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 Policy Advisor can make a meaningful difference in that regard – for the profession and all Ontarians.

In this role, you will help 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 knowledge and experience working in health policy in Ontario. You are solutions oriented, with a passion for health care and working collaboratively to effect positive change for patients, family doctors and the broader health system.

Key Responsibilities

- Monitors the healthcare environment and reports on issues, trends and proposed legislation that may impact the profession, as well as related implications.
- Performs secondary research, such as literature reviews and jurisdictional scans, to develop informed opinions about potential courses of action on advocacy and policy matters.
- Develops briefing materials, with relevant data and seeking additional inputs where needed, to inform the development of OCFP position statements, policy submissions, and white papers.
- Assists, as needed, with member/third-party research initiatives that will help advance the OCFP's policy, government engagement and advocacy activities.
- Supports the Manager, Policy in responding to third-party consultations as well as responding to relevant questions from members, government, stakeholders, and the public.
- Collaborates with members and system partners on matters affecting family physicians and the broader health system.
- Works closely with communications colleagues to ensure that the OCFP's advocacy work is translated into engaging content for influencing/campaigning.
- Develops visually engaging and concise presentations, as needed, for meetings.
- Other reasonable duties as assigned by the Director, Policy and Advocacy.

Reporting Relationships

- This position reports to the Director, Policy and Advocacy.

Required Qualifications

- Minimum 5 years' experience advancing successful advocacy campaigns and supporting high-quality health policy development.
- Degree in related field, such as health policy/public policy, political science, and public administration.
- Knowledge of Ontario's political and policy environment, including relevant issues related to health care.
- Adept at collating and critically analyzing data to guide advocacy and policy development.
- Strong writing skills and the ability to draft clear, concise communications.
- 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 by 5:00 p.m. on Monday, November 14, 2022. **Please use Policy Advisor title in the subject line.**

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