



## The Ontario College of Family Physicians

**Job Title:** Policy Advisor  
**Accountable to:** Director, Member Engagement and Public Affairs  
**Date:** January 2018

The Ontario College of Family Physicians is the voice of family medicine representing over 12,000 family physicians providing patient care across communities throughout the province. The organization's mandate is to support members by providing evidence-based education and professional development, by promoting and recognizing leadership excellence in family medicine, and by advocating for the role family physicians play in delivering the highest quality care to patients and families across Ontario.

### Position Summary

Reporting to the Director, Member Engagement and Public Affairs, the Policy Advisor is responsible for monitoring healthcare policy trends in primary care/family medicine that affect the OCFP's membership, translating policy implications to the OCFP (for education, member outreach and policy planning), and supporting strategic initiatives in primary health care. This role is also responsible for developing and maintaining key strategic relationships with stakeholders such as government, health charities, health-care and primary care organizations and other professional associations and Colleges.

This position focuses on the needs of the OCFP membership by monitoring and responding to key clinical and health policy issues, policy queries, and developing background materials and information to support OCFP positions on health policy and the clinical priorities of its members. This is achieved through reviews of policy and evidence that support OCFP's work, including member outreach and communication, development of member resources, and considerations for Continuing Professional Development planning. This role will also work on joint stakeholder initiatives, including development of proposals and/or grant writing for funding opportunities.

An important part of the role is continual scanning of the policy environment to anticipate and inform the OCFP annual business planning process.

## **Key Responsibilities:**

### **Advocacy and External Relations**

- Support the OCFP's advocacy priorities by developing effective relationships to keep informed of emerging policy priorities related to healthcare in Ontario and specifically primary care.
- Develop and maintain relationships with key external stakeholders to advocate for the role of family physicians in the delivery of quality care across Ontario.
- Support government outreach by OCFP leadership and board with elected and non-elected officials.
- Develop and maintain relationships with key external stakeholders by providing OCFP representation and support for meetings.

### **Policy Analysis**

- Monitor, analyse and assess impact of legislation, regulations and policy changes on family physicians.
- Conduct research and analysis of policy information, compile, interpret and summarize qualitative and quantitative data.
- Prepare briefing notes and policy papers on health policy and healthcare issues for the Board of Directors and to disseminate information to members.
- Collaborate with OCFP colleagues to bring the clinical priorities and perspectives of members to policy and planning tables.
- Monitor media sources for health policy issues that affect members.
- Identify and analyse emerging clinical issues and trends; assess impact/implications on OCFP programs, including tools and resources for members, CPD and communications.
- Plan, research and write initial drafts of key clinical policy documents, including presentations to external stakeholders, briefing notes, policy papers and reports.
- Prepare grant proposals to support OCFP priorities and develop strategic partnerships.
- Work with the College of Family Physicians of Canada (CFPC) on policy areas of shared interest.

### **Required Qualifications:**

- University degree in public policy, political science, law, public administration, health policy or related field. A Master's degree in a policy related field is preferred.
- A minimum of five (5) years' related experience in health policy required.
- Demonstrated knowledge of current issues affecting family physicians and primary care, as well as health-care reform in Ontario.

- Demonstrated knowledge of public policy; ability to research and analyse emerging issues and develop recommendations in response to policy changes; and experience in developing proposals and policy statements.
- Excellent interpersonal skills, with strong written and verbal communication abilities, and demonstrated capacity to work both independently and as part of a team as well as effectively with all levels.
- Demonstrated ability to work in a fast-paced environment managing multiple projects simultaneously and meeting strict deadlines.
- Ability to build and maintain strong collaborative relationships with colleagues, members, partners and external organizations to support the achievement of organizational goals.
- Strong computer skills in MS Office (Word, Outlook, Excel, PowerPoint) and various research platforms (PubMed, EBSCO, Google Scholar, etc.)
- Ability to problem-solving and resolve conflict
- Adaptable, flexible, tactful and ability to multitask and prioritize
- Working knowledge of French is an asset.
- Ability to travel as required and flexibility to attend occasional weekend and evening meetings.

### **Core Competencies:**

*OCCP's* core competencies are designed to nurture employee engagement through best people practices. All leaders will demonstrate strength in the following competencies:

***Collaboration:*** *Engages constructively with others, to be part of a team, to work together, as opposed to working separately or competitively. Promotes a positive climate, resolves conflict and creates alignment within and across internal and/or external groups.*

***Impact and Influence:*** *Advocates, motivates, persuades, convinces, or influences others to gain their support and commitment. Effectively gains support by drawing the attention of others to an important issue, and directing decision makers towards a solution.*

***Organizational Awareness:*** *Understands the key relationships, diverse interest groups and power bases within the organization and in the wider community.*

**Planning, Coordination, and Execution:** Plans and coordinates work, effectively manages resources, prioritizes steps to be taken, anticipates potential issues/barriers, and develops contingency plans to address these, execute individual and team activities in a way that ensures the achievement of a set of objectives. Achieves desired results on a consistent basis despite having to deal with unpredictable or unexpected circumstances.

**Service & Quality Orientation:** Demonstrates a desire to provide quality results by focusing efforts on discovering the needs of customers and stakeholders, and meeting these needs. Ensures quality in the delivery of services, and complies with existing rules, regulations, and legislation. Monitors service information by insisting on clarity of roles and expectations, and setting up and maintaining systems that enhance quality and maximize efficiencies.

**Developing Others:** *Fosters the* long-term learning or development of others through coaching, managing performance and mentoring. Achieves higher level goals and develops new skills/competencies. Driven by a genuine desire to develop and empower others, rather than simply a need to transfer skills to complete tasks.

**Holding Self and Others Accountable:** Positions the organization for success by establishing appropriate levels of responsibility. Holds self and others accountable to deliver the agreed upon objectives and execute high standards of excellence. Provide clear directions, effectively communicates priorities and expectations and monitors performance.

**Visionary Leadership:** *Inspires* others to work toward common goals by providing inspiration, clarity and direction. Effectively focuses team on priorities and provides leadership and support through change. Actively solicits input and inspires the courage to challenge team process, and the commitment to achieve personal, team and organizational goals.

**Business Acumen:** Understand the business implications of opportunities and decisions. Implements successful business strategies. Maintains awareness of issues, processes, and outcomes as they impact the organization's strategic direction.

**Strategic Orientation:** Understands the business implications of decisions and can take a long-term perspective to chart a course that delivers results today and well into the future.

**Interpersonal Sensitivity:** Understands and responds appropriately to the concerns of others. Practices active listening when interacting with individuals or groups. Demonstrates an ability to reflect on verbal and non-verbal behavior and communicates effectively

**Leadership Presence:** *Develops and* maintains a sense of presence and emotional maturity in understanding of one's own emotions and the impact of one's behavior on others; demonstrates of resiliency in a range of complex and demanding situations.

**All qualified applicants are encouraged to submit their cover letter and resume to [ocfphr@ocfp.on.ca](mailto:ocfphr@ocfp.on.ca) by 5:00 pm on Friday, February 16, 2018.**