



JOB OPPORTUNITY

About the CFPC

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 45,000 members across the country. The College establishes the standards for and accredits postgraduate family medicine training in Canada's 17 medical schools. It reviews and certifies continuing professional development programs and materials that enable family physicians to meet certification and licensing requirements.

The CFPC provides high-quality services, supports family medicine teaching and research, and advocates on behalf of the specialty of family medicine, family physicians, and the patients they serve.

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.

Position Title:	Contracts and Legal Services Officer
Vacancy#:	2024-34
Department:	Legal Services
Division:	Corporate Services
Reports to:	Manager, Contracts and Legal Services
Classification:	Non-Management
Status:	Permanent Full-Time
Full Time Equivalent:	1.0
Bilingual (English/French):	No
Salary Range:	Min.\$90,770.64 Mid. \$113,463.12 Max.\$136,155.84

Summary

The Contracts and Legal Services Officer provides general support and assistance to the legal services function at the College of Family Physicians of Canada (CFPC) and the Foundation for Advancing Family Medicine (FAFM), particularly with respect to drafting and reviewing contracts. The Contracts and Legal Services Officer ensures the proper management of key legal records (i.e., contracts, corporate filings, etc.); prepares draft agreements, conducts contract reviews and negotiations, and coordinates approvals/signatures. The Contracts and Legal Services Officer assists with legal research and provides administrative support as needed (including drafting correspondence, filing, uploading documents/templates to SharePoint, scheduling meetings, etc.).

Main responsibilities include but are not limited to:

- **Contract Administration**
 - Responsible for overseeing the day-to-day delivery and administration of contracts and agreements, and serves as the first point of contact for staff with contracting needs.
 - Conduct first reviews and prepare initial drafts of commercial contracts, lease agreements, Non-Disclosure Agreements (NDAs), and various other complex legal documents (requiring great attention to detail and knowledge of contract and privacy law), negotiate terms, and finalize negotiated agreements (formatting, accepting changes, etc.), and arrange for execution of documents.
 - Identify operational risks that appear in contracts and develop recommendations to mitigate or avoid them.
 - Provide advice/input to business units relating to tactics for contract negotiation and interpretation of corporate/commercial clauses.
 - Track and update contract management spreadsheet, ensuring all copies of executed agreements are maintained and available; synthesize and summarize contract details for reporting to internal clients.
 - Establish and maintain effective communication and coordination with internal and external interest holders.
 - Collaborate with managers and professional staff to resolve issues and challenges, and to deliver programs and services.

- **Legal Records Management**
 - Responsible for managing and overseeing documents for Legal Services, including scanning, saving and filing correspondence, etc.
 - Upload templates, executed agreements, and other legal documents to SharePoint regularly, and ensure Legal Services collaboration sites are maintained and up to date.
 - Assist with development, implementation and administration of legal record retention strategies.

- **General Legal Support and Administration**
 - Support the General Counsel by conducting legal research and drafting memorandums.
 - Review, revise, edit, and format documents, including agreements, memos, presentations, etc.
 - Draft and edit cover letters, memos, corporate legal documents, and correspondence as needed; prepare document briefs, including Board backgrounders, as required.
 - Manage General Counsel's annual membership fees and renewals and submit expense reimbursement requests.
 - Effectively manage daily tasks in accordance with priorities, handle invoices, and any invoicing inquiries
 - General administrative duties and ad hoc projects, such as participation in staff committees and working groups.

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

- Master's (postgraduate) degree LL.B / JD/ LL.M. degree
- 5 years of Contract Management in a professional services environment experience.
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English.
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in French is an asset.
- Advanced Canadian regulatory landscape, privacy and disclosure law and other legal areas, complex contract/ legal concepts, general legal administration, contract negotiation skills.
- Advanced Microsoft Suite (Collaboration Tools and Office)
- Advanced ability to draft contracts, statements of work and other written agreements, communicate complex issues in simple language, and to anticipate legal issues or risks.
- Advanced ability to build and maintain close working relationships with key interest holders and relationships across the organization and external partners.
- Advanced confidentiality, diplomatic, negotiation skills
- Intermediate ability to be methodical and self-disciplined.
- Core Competencies: Continuous improvement, customer orientation, courage, stress tolerance, communication, collaborating, influencing, work standard, facilitating change.

Working Conditions

- No physician demands for this position

This role is based in Mississauga and the successful candidate may have the ability to work remotely in accordance with the Organization's policies and procedures dealing with remote and/or hybrid work arrangements in effect from time-to-time. Our current hours of operation are Monday to Friday 8am to 5pm Eastern Time.

There's a certain sense of job satisfaction that comes from working for a not-for-profit organization such as the College of Family Physicians of Canada (CFPC).

If you share our values and would like to join our team of dedicated professionals helping the CFPC achieve its mission, please submit a cover letter and your résumé referencing the vacancy# 2024-34 to: careers@cfpc.ca by December 6th, 2024.

The CFPC is committed to equity, diversity, and inclusion in the workplace, and actively promotes a safe, healthy, and respectful work environment. Our hiring practices have been designed to ensure that applicants are protected from discrimination, human rights are respected, and individual needs are accommodated. We welcome and encourage applications from all qualified candidates regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

We thank all those who apply for this opportunity. Only external applicants selected for further consideration will be contacted. Throughout the recruitment and selection process, please advise Human Resources if you require any accommodation(s).