

Invest in your career. Join the Canadian Medical Protective Association.

Interested in working for a national association dedicated to Canadian physicians? Consider joining the Canadian Medical Protective Association (CMPA).

A valued contributor to the healthcare system since 1901, the CMPA is firmly committed to protecting the professional integrity of physicians and promoting safer medical care. The CMPA offers rewarding job opportunities within a well established, highly respected organization.

The position of Governance (Policy) Specialist, Corporate Secretariat, will provide you with the opportunity to assist in the ongoing support to senior management and the governance bodies of the Association. The CMPA is governed by an elected council of 30 practising physicians representing 10 geographical areas across Canada. The council, chaired by the president, meets quarterly to foster the long-term success of the Association. Much of the work of council is also carried out by committees such as but not limited to the Executive Committee, Nominating Committee, Legal Services Committee, Case Review Committee. The Corporate Secretariat function facilitates the effective flow of information in support of management and governance decision making, as well as supporting the annual CMPA Council election, the annual meeting, and corporate business and governance policy. Further information on the Association's governance structure and practices can be found at: http://www.cmpa-acpm.ca/cmpapd04/docs/about_cmpa/com_council-e.cfm

Current job opening:

JOB TITLE: Governance (Policy) Specialist

EMPLOYMENT TYPE: Term position ending December 31, 2012; part-time position (21 hours per week)

SALARY RANGE: Level 8: salary range (based on full-time hours):
\$59,241 to \$88,859 (with a control point of \$74,050)

POSITION OVERVIEW:

Reporting to the Manager, Corporate Secretariat, Executive Services, the Governance Specialist's primary focus is on the research and drafting of policies, presentations, background and discussion papers, reports and Decision Support Sheets related to governance and management processes and issues.

RESPONSIBILITIES:

- Conducts research and analysis of governance and management issues or initiatives using background material from a range of internal and external sources.
- Prepares background papers, discussion papers and presentations to address specific issues or initiatives, including draft content for senior management committees, CMPA Council and governance committees.
- Develops options on governance and management issues for review, including potential implications for the CMPA and its members and stakeholders.

- Supports governance and business policy implementation including publication, filing, distribution, and communication of policy papers, discussion papers and briefing notes.
- Provides research and coordination support to senior CMPA staff preparing reports to governance and management bodies.
- Liaises and coordinates with other CMPA staff providing content support to governance committees and working groups as required.
- Assists with the implementation of CMPA governance policies, processes and practices.
- Undertakes and involved in corporate or departmental projects related to governance and management committees and issues as required.
- Assists with the development and monitoring of governance and corporate administrative and business policies and procedures within the Executive Service Department's area of responsibility, including the preparation of draft content. Assists with the coordination of associated activities in the corporate policy domain as required.

QUALIFICATIONS:

- 4-year Bachelor's Degree in a relevant field (e.g. business administration, public administration, etc.).
- 7 - 9 years' relevant working experience, of which 3 years are related to:
 - developing governance and business policies and procedures
 - preparing and presenting position papers, presentations, backgrounders and other support material related to corporate governance and management support
- Previous experience identifying and analyzing strategic and operational issues, trends and developments in governance and management related areas
- Integrated thinking and the ability to synthesize information into concise decision support material
- Strategic thinker, with superior research and analytical capability
- Experience working with and advising senior managers and those in senior governance positions
- Advanced writing skills in English
- Strong English oral communication skills
- Strong consultation abilities, including an ability to communicate with a range of individuals on complex matters
- A demonstrated ability to work collaboratively in a team environment
- A mature self starter, able to work independently and demonstrate initiative, sound judgement and discretion
- Sound problem-solving skills and the ability to multi-task, set priorities, and meet tight deadlines
- Advanced computer skills for word processing, presentations and data analysis
- Knowledge of French is an asset
- Knowledge of the healthcare environment is an asset

Want to know more?

Learn more about the CMPA and our current employment opportunities by visiting us at:
http://www.cmpa-acpm.ca/cmpapd04/docs/careers/com_careers-e.cfm

How to apply:

Please forward your resume quoting posting #12-005 to:

By e-mail: hr@cmpa.org

By mail: Human Resources Specialist
Canadian Medical Protective Association
P.O. Box 8225, Station T
Ottawa ON K1G 3H7

By fax: (613) 725-5133

Website: www.cmpa-acpm.ca

- Selected candidates will be required to complete a skills assessment.
- Successful candidates will be required to provide proof of academic and professional qualifications.
- We wish to thank all applicants for their interest. However, only those selected for further consideration will be contacted.