



As a national, non-profit organization, the Royal College speaks for more than 50,000 medical and surgical specialists and resident affiliates. The mission of the Royal College is to serve patients, diverse populations and our Fellows by setting the standards in specialty medical education and lifelong learning, and by advancing professional practice and health care. Located in Ottawa, the Royal College offers a stimulating and professional work environment.

### **Senior Policy Analyst, Postgraduate Medical Education (PGME) Accreditation Development 11-month assignment (starting in Sep 2020 to Aug 13, 2021)**

Do you have a keen interest in postgraduate medical education and the complex operations of accreditation? Are you an analytical thinker with skills in both policy development and program management? Do you have a passion for juggling the short- and long-term goals of operational policy, with superior analytical skills and impeccable judgment in interpreting multifaceted policy issues? Do you thrive when collaborating with partners, staff and stakeholders on nuanced projects that affect Fellows, residents, and patients alike? If yes, this role is for you!

#### **Position Summary**

Under the direction of the Manager, PGME Accreditation Development, you will play a pivotal role in the development of policy and assess the implications of issues important to the implementation of accreditation via multiple subcommittees of the corporate Accreditation Committee (AC). You will be responsible for the management and oversight of key policy projects – including those pertinent to Canadian and international PGME and Area Focused Competence (AFC) accreditation systems – coupled with the objectives of the Canadian Residency Accreditation Consortium (CanRAC), and efforts to align the system of accreditation for residency education with implementation of the Royal College's Competence by Design initiative.

Working with a small team, selected external experts, and key partners both internally and at sister colleges, you will identify and implement policy goals that keep operations moving seamlessly while laying groundwork for the future state of a next-generation accreditation system. You will provide advice and recommendations as well as prepare briefings, reference materials, and discussion/background papers for a range of audiences, both internal and external to the Royal College. Moreover, you will provide expert direction and thought leadership around next practices for the future of PGME and its implications in Canada and around the world.

#### **You come to us with:**

- Graduate University Degree in Public Administration, Humanities, Health Administration or equivalent,
- Minimum of five years of directly-related experience in a policy analysis and development environment,
- Advanced experience and knowledge in program management and project oversight,
- Demonstrated knowledge of the Canadian medical education system and broader health system,
- Solid experience developing partnerships with various internal and external stakeholders,
- Understanding of research design, methods, and data analysis,
- Superior verbal and written skills in English; verbal and written French would be an asset,
- Aptitude to deliver oral presentations and present findings in an effective and influential manner coupled with experience in providing advice and recommendations to Senior Executives and committees,
- Capability to work with a high degree of independence,
- Ability to manage daily workload, establish priorities and work in collaboration with others,

To apply, please forward your résumé, covering letter and salary expectations by **Tuesday, September 22, 2020** to [careers@royalcollege.ca](mailto:careers@royalcollege.ca). To ensure the hiring committee reviews your application, quote posting *JD914-M, last name, first name* in the email subject line.

We sincerely thank all applicants for their interest; however, we will only contact those under consideration. An eligibility list may be established for similar positions of various tenures. The list will be retained for a maximum period of 18 months.

*Royal College is committed to building an inclusive and accessible learning and working environment. We believe in and promote the rights of all persons with disabilities as outlined in the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA 2005) and its related Accessibility Standards Regulations. To meet this commitment, the Royal College will make appropriate accommodations available. As required, please inform People Services of the nature of any accommodation(s) that you may require to ensure your equal participation.*

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Starting salary ranges from \$39.92 to \$44.91

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