

Job Title: Policy Advisor
Accountable to: Director, Policy and Advocacy
Pay Band: \$77,475 to \$108,465
Posting Date: April 28 to May 19, 2026
Location: Toronto, Hybrid
Position Type: Full Time – 1 vacancy

How to Apply: Forward a brief cover letter and resume to: ocfphr@ocfp.on.ca. Please use “Policy Advisor” in the subject line.

The Ontario College of Family Physicians represents more than 18,000 family physicians and medical students, including residents, retired family physicians, and more than 15,000 who are working in communities providing care to patients. 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.

Position Summary:

Family physicians are the backbone of our health system, and evidence shows that the best systems in the world are marked by ongoing patient relationships with a family physician. The OCFP’s Policy Advisor is focused on researching, developing and advocating for policies that support high-quality patient care and the professional wellbeing of family physicians.

In this role, you will conduct secondary research and evidence-based analysis on critical healthcare issues, monitor legislative and regulatory trends, draft formal position papers, and support the team in advancing advocacy strategies aligned with the OCFP’s Strategic Plan. A key component of this role involves facilitating consultations with OCFP members and external partners to ensure our policy direction accurately reflects the interests of the profession.

You are a high energy professional with a solid track record of working collaboratively to assess and articulate policy recommendations that benefit patients, healthcare professionals, and our health system. You will work alongside the OCFP’s Manager, Policy and Government Relations, as strategy and advocacy directions are developed.

Key Responsibilities:

- **Policy Research:** Conducting environmental scans and literature reviews to deepen understanding of emerging healthcare priorities, such as primary care access and digital health standards.

- **Legislative Monitoring:** Tracking and analyzing provincial or federal legislation and regulations to assess its potential impact on practice and member work environments.
- **Data Analysis:** Gathering and interpreting data to support the OCFP's policy recommendations.
- **Member & Stakeholder Consultation:** Facilitating consultation opportunities with members (e.g., focus groups, surveys, etc.) and engaging OCFP partners to ensure policy recommendations are well informed.
- **Drafting Policy Documents:** Writing policy briefs, position statements and briefing notes to communicate complex policy rationale to both members and external partners.
- **Policy Tables:** Co-representing the OCFP at select tables, committees and working groups, such as the Primary Care Collaborative and the Ontario Primary Care Council.
- **Project Leadership:** Managing end-to-end policy and research projects, from initial concept and environmental scanning to final implementation and evaluation.

Required Qualifications:

- **Experience:** 5–7 years of progressive experience in health policy, with a proven track record of working in or with the Ontario primary care sector.
- **Education:** Advanced (preferable) degree in a related field, such as health policy/public policy.
- **Skills:**
 - Exceptional writing and communication skills, particularly the ability to synthesize data, research, and complex concepts into clear, persuasive documents.
 - Experience navigating the Ontario healthcare landscape.
 - High level of accuracy and attention to detail as well as strong organizational and time management skills.
 - Expertise with project management methodologies.

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.

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