



Research/Policy Analyst Full Time Complaints and Investigations Department

The College of Physicians and Surgeons of Manitoba (CPSM) is the medical regulatory authority in Manitoba, serving the public interest in regulating the practice of medicine. Comprising approximately 60 staff, this unique not-for-profit organization carries out its mandate to protect the public through three core functions.

- **Registration** ensures everyone registered to practice medicine in Manitoba is competent to practice and meets the established registration requirements.
- **Quality** supervises the competency of practice and proactively promotes safe care for Manitobans.
- **Complaints and Investigations** respond to concerns regarding conduct or care and investigate complaints about CPSM registrants.

Role Overview:

The Research/Policy Analyst will play an integral role in the case management of complaints that proceed to investigation. Reporting to Senior Legal Counsel and working within a professional team, you will provide research necessary and document management to advance investigation cases. You will appreciate working both independently and within the team while maintaining strict confidentiality.

Key Responsibilities:

1. Case Support and Document Management

- Assist in organizing and managing case files and maintaining investigation documents in compliance with office standards.
- Summarize case materials, investigative reports, and other investigation documents to provide concise overviews for investigation team.
- Maintain accurate and accessible records, ensuring all documentation is updated and filed properly.
- Investigation research and case analysis.

2. Conduct preliminary investigation research to support ongoing investigations

- Research and review all relevant documents including policy, legislation, and jurisdictional reviews.

- Medical and legal research, data collection and organization including scholarly articles, case law, and other readily available information, to aid in case investigation and preparation.
- Collection, organization, and analysis of all information and data.
- Assist in drafting initial case summaries, outlines, and reports under the guidance of the investigation team.

3. Administrative and Operational Support

- Schedule and coordinate meetings, interviews, and hearings, working with both internal and external parties.
- Prepare and distribute agenda, meeting notes, and case updates as required by the investigation team.
- Assist in preparing materials for investigators and CPSM legal counsel, ensuring documents meet investigation and procedural requirements.

4. Interpersonal Communication

- Communicate with investigators, registrants, witnesses, external legal counsel, and other stakeholders at a preliminary level to gather information and provide case investigation status updates.
- Handle routine inquiries and refer complex questions to the appropriate member of the investigation team.

5. Other

- Uphold the highest standards of confidentiality and integrity when handling sensitive information related to investigations.
- All other duties as assigned.

Qualifications:

Minimum Education & Experience & skills:

- Post-secondary degree in Public Administration, Political Science, Law or related discipline.
- 3 years of related work experience.
- Basic understanding of legal terminology and procedures.
- Previous experience in data research, analysis, and presentation, including report writing; written sample required on request.
- Demonstrated organizational skills with attention to detail.
- Proficiency in Microsoft Office Suite and basic legal research tools.
- Excellent communication skills, both written and verbal.

Preferred Qualifications:

- Experience in a legal setting.
- Familiarity with databases.
- Familiarity with legal frameworks.
- Ability to manage multiple tasks efficiently in a fast-paced environment.

Salary and Benefits:

- Competitive salary is commensurate with qualifications and experience.
- Comprehensive benefits package, including extended health, retirement plan, and paid time off.
- Opportunities for professional development and career advancement.
- Flexible work schedule.

Interested candidates should submit their resume and cover letter by **July 15, 2025**, to Recruiting@cpsm.mb.ca Please include "Research/Policy Analyst" in the subject line.

Accommodation is available upon request during the assessment and selection process.

The College of Physicians & Surgeons of Manitoba is strongly committed to equity and diversity within its community and especially welcomes applications from women, racialized persons/persons of colour, Indigenous peoples, persons with disabilities, persons of all sexual orientations and genders, and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply.