

CHIEF PHYSICIAN RECRUITER, MEDICAL SOCIETY PEI

The Chief Physician Recruiter is a new position that will help start-up and run a new Physicians Recruiting Physicians model in PEI, as part of a contract MSPEI has entered into with the Department of Health and Wellness.

Reporting to: Medical Society of Prince Edward Island, CEO

Term: 2 years at up to 0.8 FTE (subject to renewal)

Responsibilities

The role is the first of its kind in PEI. Responsibilities will include (but are not limited to):

- Acting as the lead contact for prospective physicians wishing to practice medicine on PEI.
- Being the first point of contact for PEI physicians who are supporting a recruitment need in their physician group or transitioning out of practice.
- Working with PEI physicians to build a physician talent pipeline/candidate pool.
- Co-chairing the new Joint Physician Recruitment Task Force and work alongside the Recruitment and Retention Secretariat to support their physician recruitment role.
- Contributing to the creation of the physician resource plan
- Raising PEI's profile regionally, nationally and internationally to attract physicians who want to live and practice in PEI.
- Helping build community relationships and support networks.
- Advising on the development and implementation of a recruitment marketing strategy and website.
- Being responsive to unplanned vacancies, using a strategic, consistent and collaborative process.
- Helping to develop and implementing physician referral programs.
- Creating a positive candidate experience from start to end of recruitment process, including:
 - Taking all necessary steps to provide the successful candidates with offers of employment;
 - Working closely with community groups to set the help new physicians integrated with the community;
 - Ensuring a new physician is assigned a clinical mentor, receives appropriately orientated and provided opportunities for collegial networking; and,
 - Promoting the physicians' new practice and following-up at regular intervals as appropriate.

Ideal Competencies Relationship Building

The Chief Physician Recruiter must be able to build strong professional working relationships with key stakeholders including the PEI medical community, the Department of Health & Wellness, Health PEI, the College of Physicians & Surgeons, medical schools, the community, potential candidates and practicing physicians from elsewhere.

He/she will be:

- Collaborative and encourage others to contribute to ideas and solutions to ensure a consistent and robust process is in place.
- Inquisitive and seek to fully understand the needs of the vacancy and the community. Able to take a thorough, methodical, and objective approach to deeply understand the fit of potential candidates.
- Willing to seek out evidence to inform decisions and process to strengthen their work
- Influential and persuasive in an authentic and honest way – to be able to sell a community, a lifestyle and career opportunity to potential candidates.
- Capable of building credibility quickly among all stakeholders.
- Able to network to build effective trusting relationships within associations, with candidates and other affiliations & partnerships to build an ongoing pipeline of potential talent.
- Comfortable with in-person and phone networking as they are with digital and virtual networking including virtual meetings, video chats, social media and other private and direct messaging platforms and technologies.
- Authentic, passionate, and enthusiastic about practicing medicine and living on PEI and have a strong understanding of people and their motivations and values.

Communication

The Chief Physician Recruiter will have the ability to create a vision and inspire others to follow. He/she will:

- Be an active listener – picking up on the nuances of both what is being said and what is not being said.
- Provide consistent and clear communication and be committed to fair and transparent processes.
- Have exceptional written and verbal communication skills (i.e./presentations, interviewing, reference checks, stakeholder interviews, report writing, etc.).
- Act as the catalyst for bringing the right people together to make a case in a collaborative manner.

Results Focused

This individual will work well under pressure to meet deadlines and ensure the expected outcomes are delivered without compromising the quality of the process or the integrity of the organization. He/she will:

- Achieve results through a methodical approach with persistence.
- Successfully achieve results by engaging and influencing others who do not report to them.
- Build teams, build trust, and empower others.

Strong Business Acumen and Strategic Mindset

A strong knowledge of the medical profession and commitment to stay up to date on activities that may have a direct impact on the success of attracting and recruiting physicians to the province. He/she will:

- Understand and anticipate impact of factors relating to the health sector, political interests, market trends, technical implications, environmental considerations, client interests, competitors, as well as internal and external factors/stakeholders that have an impact on physician recruitment and retention
- Know how to identify network opportunities and locate new passive or active candidates.
- Possess the knowledge and commitment to the greater needs that are in the community, build a recruitment strategy and execute on it.
- Engage key stakeholders to develop a physician recruitment strategy that is ambitious, actionable, and that has support.
- Identify milestones, timelines, and necessary resources to ensure effective implementation.

High level of Emotional Intelligence

The Chief Physician Recruiter will have the ability to understand, use and manage their own emotions in a positive way to relieve stress, communicate effectively, empathize with others, overcome challenges, and defuse conflict.

He/she will:

- Quickly adapt to changing circumstances, come up with creative ideas and solutions and evolve in the role.
- Be able to recover quickly from difficult situations and not let setbacks or challenges impact their ability to succeed.
- Demonstrate a positive attitude, be open to feedback, and demonstrate a growth mindset.
- Understand the impact that they have on others; strong awareness of it and ability to adjust.

Innovative

He/she will:

- Be able to search out opportunities and ideas and be able to capitalize on them.
- Take ideas, build strategy, plan, and execute.
- Be creative with new approaches to recruitment and stay up to date on the latest methodology, research, and technology.
- Be a critical thinker and a creative problem solver – anticipating problems before they occur as well as being able to think in the moment and be responsive.

Marketing Skills He/she

will:

- Have the ability to market an opportunity and lifestyle to a candidate and make connections between a candidate and the hiring manager.
- Be a savvy, honest, transparent, and genuine negotiator.
- Be comfortable using multiple social media channels in a strategic and consistent manner.
- Understand the importance of branding and marketing and their impact on recruitment outcomes.

Diversity, Inclusion and Global Perspective He/she

will:

- Understand and/or be willing to learn about different cultures, backgrounds, values, and norms.
- Understand the dynamics of cross-cultural and inclusion related conflicts.
- Be able to recognize and address one's filters, privileges, biases, and cultural preferences.
- Be committed to continuous learning and improving diversity, inclusion and cultural competence.

Talent Sourcing and Assessment

He/she will:

- Be able to assess talent and understand what is needed to be successful in the role.
- Be proactive in finding candidates who are not actively applying for positions and building a pipeline of potential candidates who may be able to fill future vacancies.
- Have strong attention to detail and willing to invest time with potential candidates. Possess wherewithal strategic awareness to know where to invest more time and when to move on.
- Demonstrate a high level of energy and be able to sustain this energy to be fully invested in making the difference that this role is capable of creating.

- Make decisions and be accountable for them; takes ownership of their responsibilities and behaviors.
- Have the ability to figure things out and be resourceful.

Qualifications

- A practicing physician who is in good standing with the Medical Society of PEI (or ability to join).
- Ability to quickly earn and sustain credibility with PEI physicians.
- Demonstrated understanding of the nature and demands of a generalist practice.
- Strong interpersonal, decision making, written and oral communication, and organizational skills.
- Relevant experience with the recruitment process would be considered an asset.

To apply send your cover letter and CV to recruit@royerthompson.com by Friday, Nov. 27.