

OPPORTUNITY BRIEF



Human Resources Manager Physician Assessment Centre of Excellence (PACE)

SEARCH CONDUCTED BY
PLACEMAKING 4G



STATEMENT OF INTENTION

The College of Physicians & Surgeons of Nova Scotia (the College) knows that building a diverse and inclusive workforce is a continuous journey of commitment and intentional practice. The College is striving to create a work environment of belonging that represents the communities it serves.

We invite all interested individuals to apply and encourage applications from Indigenous, African Nova Scotian, Black and other racialized individuals, as well as people with disabilities and those with diverse sexual orientations, gender identities, and expressions. We encourage you to self-identify in your cover letter or resume and to share your pronouns.

The College is committed to ensuring that applicants experiencing disabilities receive necessary accommodations at any stage of the hiring process.

About PACE

The Physician Assessment Centre of Excellence (PACE) is unlike any other model in Nova Scotia or Canada. It serves as an orientation program for physicians new to practicing medicine in Canada, an assessment centre, and a medical clinic. These three distinct components come together to form a unique and innovative initiative designed to support internationally trained physicians as they transition into practice in Nova Scotia. This effort not only strengthens the province's physician workforce but also positions Nova Scotia as a national leader in addressing healthcare challenges and fostering diversity within the medical community.

This Moment, This Position

PACE is expanding to meet the province's growing need for physicians, particularly those trained internationally. As a centre that integrates clinical services, physician assessment, and orientation, PACE depends on strong HR systems to support its rapid growth and evolving mandate.

As Human Resources Manager, you'll lead a small HR team and oversee recruitment for PACE staff. You'll also play a key role in physician selection. While Nova Scotia Health continues to lead physician recruitment, PACE is responsible for determining which internationally educated physicians move forward into the assessment and orientation phases. You'll design and coordinate these selection processes in collaboration with regulatory bodies, immigration services, and health authorities. In addition, you'll manage day-to-day HR operations, support employee relations, and contribute to long-term planning and policy development, ensuring an equity-informed, people-first approach across the organization.

Position Responsibilities

Team Leadership and HR Operations

- Lead, support, and develop the HR team.
- Act as the main HR contact for staff, handling performance management, conflict resolution, and employee relations.
- Coordinate internal engagement activities, including wellness, recognition, and team-building efforts.
- Oversee the development and implementation of HR structures, strategies, and policies to support the needs of both PACE staff and physician candidates.
- Maintain current knowledge of physician credentialing requirements and immigration policies relevant to internationally trained physicians.
- Ensure all HR and recruitment practices reflect a commitment to diversity, equity, and inclusion.

Recruitment and Selection – Staff and Physicians

- Oversee the full recruitment cycle for PACE staff: job design, posting, screening, interviews, offer negotiation, and onboarding.
- Lead recruitment strategy and design for internationally trained physicians, including development of pre-screening tools, structured interview processes, and selection frameworks.
- Serve as the primary point of contact for physician candidates, guiding them through each stage of the PACE process.
- Facilitate onboarding for new hires by coordinating documentation and liaising with the Welcome Collaborative, clinic, and assessment teams.
- Regularly evaluate and improve recruitment and selection processes to strengthen candidate experience and program effectiveness.

Interview and Tracking Systems

- Design and oversee interview processes in collaboration with external platforms.
- Develop and maintain robust tracking systems for candidate progress and data reporting, ensuring efficient flow of internationally trained physicians through the assessment process.
- Provide regular updates and reports to leadership based on tracking data.

Clinical Observership Coordination

- Recruit and support community physicians to host Clinical Observerships.
- Organize training and logistics for Clinical Observerships.
- Ensure all observership activities meet College, NSH, and PACE requirements.
- Track participation, confirm completion, and manage payments to community physicians.

Position Responsibilities Continued

Partnership Engagement and Communications

- Collaborate with key partners such as regulatory bodies, health authorities, immigration services, and recruitment agencies.
- Coordinate departmental and interest holder meetings, including agenda development and action tracking.
- Work with communications teams and external consultants to promote the PACE program and maintain accurate, accessible information on public-facing platforms like the PACE website.

Planning and Financial Oversight

- Develop and manage the annual HR budget and monitor expenses.
- Contribute to long-term strategic planning for recruitment and retention in alignment with provincial and national healthcare priorities

Other Responsibilities

- Support additional activities related to selection, orientation, and committee participation as required.

EDUCATION AND EXPERIENCE

Education: Undergraduate degree in Human Resources, Business Administration or a related field (or equivalent combination of education and experience). CHRP/CHPR designation is an asset.

Knowledge and Experience:

- Minimum 5 years progressive experience in HR coordination or management within a University, Government, Education, or Healthcare setting.
- Strong understanding of Canadian employment legislation and equity-focused hiring practices.
- Demonstrated experience in international recruitment, immigration processes, and credentialing pathways.
- Financial management responsibilities and customer service experience required.
- Excellent communication, relationship-building, and organizational skills
- Proficient in Microsoft Office Suite
- Experience working with culturally diverse clientele, administrative processes, and policy applications.

The College invites all qualified candidates to apply and takes into consideration post-secondary education, professional accreditation, years of professional experience, as well as lived experience relevant to the position.

The Package

Location Bedford, Nova Scotia (Hybrid). Some travel required within NS.

Salary \$80,000 - \$91,000

Benefits The College supports a healthy work-life balance. We offer a competitive salary and comprehensive benefits package including health and dental benefits, life insurance, pension plan, a health and wellness allowance, educational assistance, and professional development opportunities.

What to Expect:

Hiring processes often reflect systems that don't work for everyone. At Placemaking 4G, we believe recruitment should be relational and affirming. We're working with the organization to ensure candidates are respected, informed, and supported throughout.

- We closely review all applications and read each cover letter (we promise).
- If you are selected as a top candidate, expect an invitation to chat with a Lead Placemaker from P4G. This is someone who treats the recruitment process non-traditionally. We want to get to know what inspires you.
- Selected candidates will proceed to a virtual interview with the Lead P4G Placemaker and 2-3 organization representatives.
- Finalists may participate in a second-round interview or skills activity (virtual or in-person).
- P4G will check employment references and assist in presenting an offer to the successful candidate.

[Apply now by
Clicking Here!](#)

*Applications will be accepted until
June 24, 2025 at noon AST.*

*Please include a cover letter that
speaks your experience and offers a
glimpse of your personality.*

Have questions about the role?

*Reach out to the Lead Placemaker at P4G to
learn more.*

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