



Deputy Registrar

About Us

The College of Physicians and Surgeons of Newfoundland and Labrador (the College) is a Medical Regulatory Authority that serves and protects the public by regulating the practice of medicine and physician assisting in the public interest in this province. Our vision is to ensure quality healthcare in Newfoundland and Labrador through the regulation of the medical profession and physician assisting in the public interest.

We are dedicated to maintaining excellence in physician and physician assistant licensing, professional conduct oversight, and quality assurance. Governed by a diverse council, the College establishes ethical and professional standards while addressing public concerns about medical practice. By maintaining a transparent and accountable regulatory framework, the College promotes safe, competent, and ethical healthcare for the people of Newfoundland and Labrador.

Overview of the Role

Reporting to the CEO and Registrar, the Deputy Registrar is a crucial member of the College's leadership team. The role serves primarily as the organization's Medical Advisor providing strategic medical expertise to leadership on policy, regulatory decisions, complex matters, and stakeholder engagement. They oversee and coordinate the work of the College's Medical Advisors, identifying work, ensuring coverage, and providing coordination across advisors to ensure the overall quality and timeliness of medical expertise and guidance. They provide strategic and leadership support to Committees of Council as needed.

The Deputy Registrar operates as a strategic partner to the departmental leads, taking an organization-wide lens on activity, providing strategic guidance and medical expertise when needed, and demonstrating sound judgment and critical thinking to ensure positive outcomes for the College. The Deputy Registrar also has operational responsibility for Communications, overseeing the work of the Communications team and ensuring appropriate alignment and delivery.

They hold themselves to the highest standard of ethical behavior and integrity, modelling those standards and carrying out all duties in the public interest. The Deputy Registrar is a future-focused, self-motivated leader with strong organizational skills, sound judgment, and the initiative to identify challenges and see solutions through. They recognize the College's important role in ensuring Newfoundlanders and Labradorians have access to safe, high-quality medical care and work cross-functionally to deliver results collaboratively. Additionally, they support the Registrar on external stakeholder engagement, using relationship-building skills to enable collaboration and innovation that solves complex problems and improves the College's policies and practices.

Key Responsibilities

- **Strategic Leadership:** Act as a trusted strategic advisor and backstop to the CEO and Registrar, providing sound judgment on complex regulatory and operational matters, leading process improvement initiatives, and managing competing priorities with minimal direction.
- **Medical Advisory:** Serve as the organization's primary Medical Advisor, coordinating Medical Advisors and overseeing their work to ensure coverage, alignment with organizational priorities, and consistent assessment and reporting practices. Provide strategic medical expertise to departmental leads, engage with registrants on inquiries and complex matters, and act as the escalation point for urgent or conflicted cases.
- **Communications Operational Oversight:** Provide operational oversight of Communications, including day-to-day supervision of the Communications team, managing HR responsibilities for the department, and partnering with the CEO and Registrar on high-level messaging and sensitive issues.
- **Stakeholder Management, Council and Committee Support & College Representation:** Represent the College provincially and nationally. Attend Council meetings as an ex-officio member of Council. As determined, attend and chair Committee of Council meetings, provide administrative support to Committees of Council, and collaborate with key stakeholders on initiatives that support the strategic plan and mandate.

Ideal Candidate

- Doctor of Medicine (MD) degree and eligibility for a medical license in the province of Newfoundland and Labrador are preferred.
- A minimum of 10+ years of senior leadership experience, including demonstrated success leading a team through significant organizational change.
- Experience in senior medical or health system leadership and administration is considered a strong asset.
- Demonstrated working knowledge and understanding of the Medical Act and Regulations, or a clear ability to rapidly develop this knowledge.
- Proven track record of building and maintaining strong, trust-based relationships with diverse internal and external stakeholders.
- Demonstrated experience driving process improvement and operational efficiency (familiarity with lean methodologies or similar frameworks is an asset, though not required).
- Excellent written and verbal communication skills, with the ability to adapt style to varied audiences - from frontline teams to executive stakeholders.
- Strong project management, multitasking, and decision-making skills.

- Outstanding critical thinking and problem-solving skills with a continuous improvement mindset.
- A self-starter who operates with sound judgment, strong initiative, and the confidence to act decisively in ambiguous situations.

Requirements

- Must be legally entitled to work in Canada.
- A satisfactory criminal record check.

What We Offer

- Challenging and rewarding work.
- Competitive compensation.
- Vacation and leave entitlement.
- Health, Dental and Wellness benefits.
- Defined contribution pension plan.

The College of Physicians and Surgeons of Newfoundland and Labrador is committed to building and maintaining a diverse workforce and an inclusive work environment. We are a proud equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, or any other protected characteristic that makes us unique.

If you require reasonable accommodation to take part in the employment process, please send an email to recruitment@ethree.ca and let us know the nature of your request.

We thank all applicants for their interest. However, only those selected for an interview will be contacted.

To Apply: Please submit your CV and an expression letter of interest [here](#)

Position: Role is estimated at .6 or .8 of a full-time role, and will require work and meeting attendance outside normal business hours

Location: St. John's, NL

Application Close Date: June 21, 2026