

6 December 1988

Mr R Perkins
Association of Salaried Medical Specialists
59 St Michaels Avenue
Pt Chevalier
AUCKLAND

Dear Rod

As a result of the discussion with you and Dr Judson yesterday, I am pleased to outline the services we can provide to recruit an Executive Director for the Association of Salaried Medical Specialists.

Advertising

A final draft of the advertisement is attached.

This will be placed twice in each of the National Business Review, the NZ Herald, Christchurch Press and Otago Daily Times and once in the Evening Post and Dominion.

The approximate cost of this is \$6,200 plus typesetting and GST.

Screening

All applications will be acknowledged, further details requested where necessary and the most promising applicants interviewed in depth. References will be checked. As discussed the assignment will be undertaken by Iain McGibbon of our Wellington office.

Psychological Appraisal

Where appropriate, appraisal of candidates' intelligence, aptitudes, interests and temperament will be undertaken. These appraisals significantly enhance the likelihood of making the most appropriate appointment.

Progress

We will carry out the assignment as quickly as possible with due regard to professional thoroughness and the availability of candidates.

Short List

A short list will be presented for your consideration with a detailed written report on each person including reference comments and the results of our psychological appraisal. All candidates on the short list would meet previously agreed specifications.

Professional Fees

Our professional fees for this assignment are 15% of the starting salary of the person appointed, plus \$5,000 nominal valuation for a car, which will be charged in three instalments:

- * a commitment fee - upon confirmation of the assignment
- * a short list fee - when the reports for the recommended final candidates are presented to you
- * an appointment fee - upon confirmation of the appointment of one of the recommended final candidates

The commitment and short list fees will be based on an estimated salary of \$65,000 plus \$5,000 for a car (ie \$70,000), and each calculated as 5% of this amount ie. commitment fee \$3,500, short list fee \$3,500. The appointment fee will be calculated as 15% of the actual starting salary less the commitment and short list fees already charged.

Undertaking

In the unlikely event of the successful applicant terminating employment within six months of commencing we would undertake, on your request, to conduct the assignment once again without fees, but advertising would be invoiced to the Association at cost.

Security

The assignment will be conducted in the strictest confidence. Under no circumstances will we allow confidential information to be passed to individuals not entitled to it. We offer the same confidentiality to our applicants, and therefore, you will not receive individual candidates' names until we have obtained their express permission to do so.

We look forward to receiving your instructions to proceed.

Yours faithfully
W D SCOTT DELOITTE LIMITED

WARWICK HARVEY
Principal Consultant
Human Resources Division

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W. D. Scott Deloitte — "Executive Director" — Maraea



Association of Salaried
Medical Specialists

Recent changes in State Sector legislation have led to the formation of the Association of Salaried Medical Specialists to represent the interests of those doctors and dentists who are employed on salary within both the public and private health sector.

The Executive Director, who will be based in Wellington, will be responsible for addressing the individual and collective needs of members from a labour relations view point. This will include preparing strategies to improve conditions and terms of service, representing individual doctors using the machinery of the Labour Relations Act, organising Labour Relations education and undertaking general secretarial, administrative and public relations functions.

The position requires a well educated, articulate professional who has an understanding of the health service and familiarity with current labour relations legislation and practice. The ability to identify closely with the goals and aspirations of medical specialists is important. Well developed communication skills are essential.

A most attractive remuneration package is offered in order to attract applicants of the highest possible calibre.

Confidential enquiries and applications to Iain McGibbon.

**W.D. Scott
Deloitte**
Management Consultants

W.D. Scott Deloitte Ltd. Box 2459, Auckland. Ph (09) 390-669

↑
should be
Wellington address

Client: Association of Salaried Medical Specialists

Position: Executive Director

Background

ASMS was formed several years ago to represent the interests of salaried medical specialists (i.e. those who have finished all their training and are employed on a salaried basis).

It will come into official being on 1 April 1989. Until then it will continue to operate under the wing of NZMA.

New target membership - 2,000
They anticipate having 1,000 ~~by~~ in twelve months.

Job Outline

Research claims & strategies to advance the conditions & terms of service of medical specialists

Represent individual doctors under the Labor Relations Act. i.e. personal grievances and disputes of right

Ensure provisions of awards being adhered to.

Organising members activities

Visiting regions regularly.

Communication with other unions,

employ organisations, government organisations,
medical groups.

Organising ~~containing~~ education of
members in the labour relations area.

Organising secretarial and executive
functions.

Organising publications.

Staff

Executive Officer (Contract for 1 yr from 1.4.89 - offer made)
(currently on \$35,000. Able to do
executive & secretarial functions.
Could move into research role. Has degree
Secretary (currently).

Location: Wellington

Person Specification

Identify closely with goals & aspirations of specialist
Not traditional doth cap view of labour
relations.

Very professional
Able to focus on individuals & collective
needs from individual angle.

* Not have critical & adulatory view of
medical profession.

Not have hidden political & social
agenda.

Age 30+

Degreed or equivalent.

Experience - health sector and
knowledge of Labour Relations Act.

Articulate in presenting ideas.
Convincing.

Strong presenter but good listener
Professional behavior and appearance.

Able to communicate with Doctors & medical

Good negotiator

Non-smoker.

Invoice to:

Dr George Downward, Chairman C.S.C.,

~~General Secretary~~

NZ Medical Association.

P.O. Box 156

Wellington

~~Attention Mr Roger Caldwell.~~