



New Zealand
PSYCHOLOGISTS BOARD
Te Poari Kaimātai Hinengaro
o Aotearoa

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**The Psychologists Board invites
applications for the new position of
General Manager/ Registrar.**

**Enquiries to Professor John Bushnell,
Chair, NZ Psychologists Board:
john.bushnell@nzpb.org.nz**

**Applications will close at 5 pm on
Thursday 24 January 2019**

ROLE DESCRIPTION

Position: General Manager/Registrar

PURPOSE STATEMENT

The purpose of this position is to:

Provide efficient, effective and accurate duties as specified by the Health Practitioners Competence Assurance Act 2003 ("the HPCA Act") and as delegated by the Board to the Registrar. The role includes leadership of the Secretariat staff team, overseeing the development and implementation of business plans to support the Board, and ensuring the strategic and operational requirements of the Board are met. These duties and accountabilities are intended to ensure the principal purpose of the HPCA Act, which is to protect the health and safety of members of the public, is met.

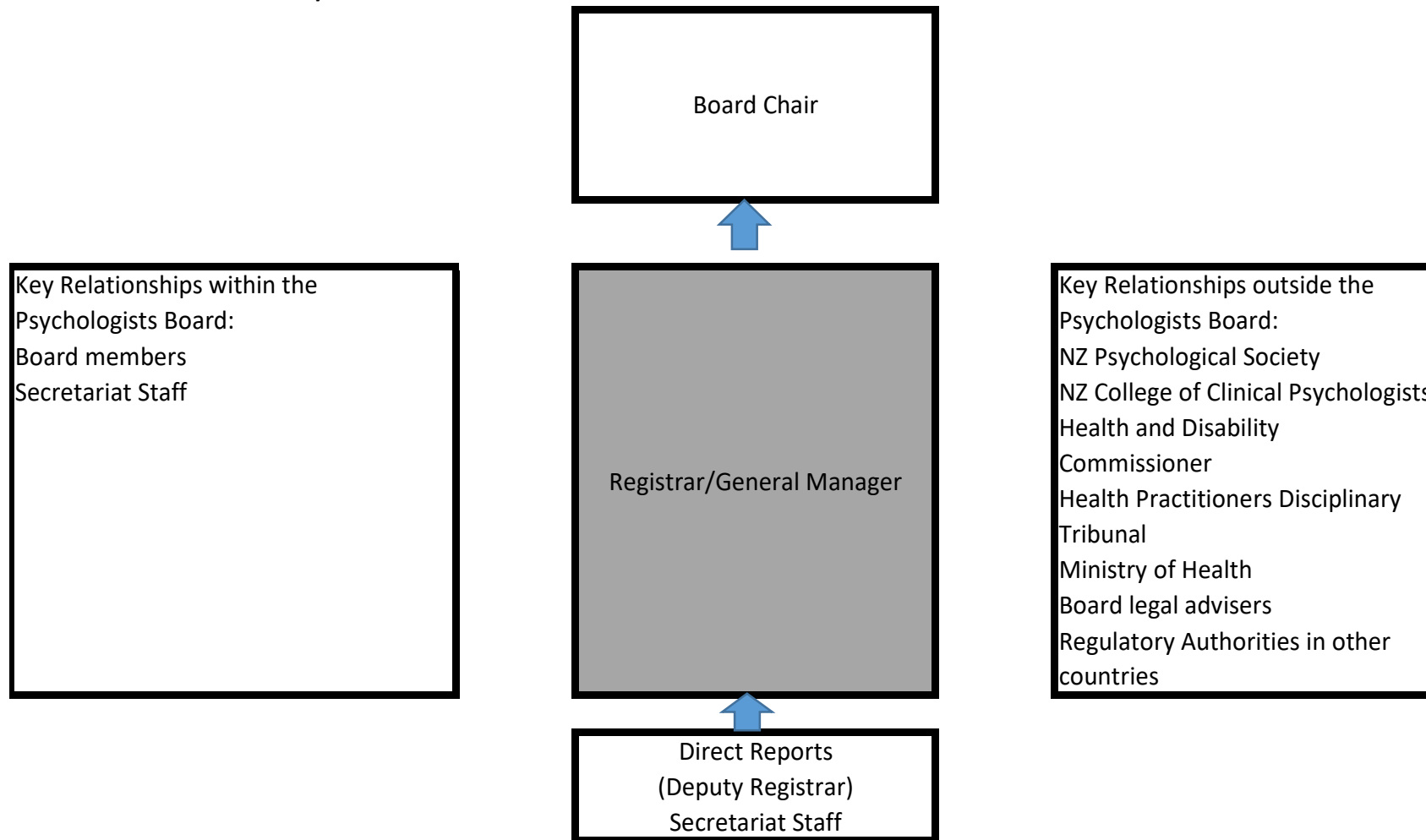
The role involves responsibilities in the following areas:

- Management of the organisation
- Regulatory compliance
- Servicing the Board
- Leading the Secretariat team
- Stakeholder relationships

RESPONSIBLE TO

Chair, New Zealand Psychologists Board for employment performance and for the performance of statutory functions as identified under the Act and delegations from the Board.

KEY RELATIONSHIPS OF GM/REGISTRAR



KEY TASKS

Include but are not limited to:

Legal/Technical

- Carry out and effectively manage the functions of the Registrar in relation to:
 - The registration and removal of practitioners
 - Issuing of Annual Practising Certificates
 - The accreditation of courses leading to registration
 - The competence, fitness to practise, and conduct of practitioners
- Ensure delegated powers are exercised appropriately and efficiently
- Ensure that all operational policies and procedures are in place, current, compliant with Board policies, and implemented to support the accurate implementation of processes and systems relating to:
 - The registration of practitioners
 - The re-issue of an APC
 - The competence and fitness to practice for practitioners
- Ensure complaints, notifications and other matters relating to the professional standards of practitioners are managed appropriately, are compliant with the requirements of the HPCA Act and Policies of the Board and procedures of the Secretariat
- Ensure the Board and its committees are provided with technical advice and support in relation to their statutory functions and compliance with the HPCA Act
- Ensure all Board reports are provided on time and with sufficient guidance and information to support Board decisions as required
- Monitor and advise the Board on the impact or effect of any new national or international legislation that may impact on the regulatory functions of the Board
- Effectively, accurately and efficiently implement the HPCA Act by proposing new or reviewed Policy or business options
- Ensure appropriate systems and processes are in place for all areas of responsibility
- Facilitate the consultation processes for all statutory matters

Leadership and Management

- Support the Board and Board committees to ensure their effectiveness
- Ensure Board decisions are actioned in a timely fashion as specified by the Board or by legislative requirement
- Prepare an annual operational financial budget and deliver business outcomes within budget
- Efficiently manage the finances of the organisation in line with the Board's approved annual budget
- Promote and support integrating Te Tiriti o Waitangi into the operations of the organisation
- Manage operational risk and advise the Board on key risks to operational delivery as early as practicable

- Ensure the effective day to day management, supervision, guidance and support of all Secretariat team members
- Ensure the performance management plans and reviews are carried out regularly for the Secretariat team members
- Ensure appropriate staff are trained to use the Database effectively and accurately
- Ensure the Database is the primary source of practitioner information, is accurate and up to date
- Support other secretariat staff as required in the role of Registrar
- Ensure Secretariat work plans are achieved on time and accurately

Strategic and Business Support

- Support the Board and Board committees in the preparation of a 3 year strategic plan
- Develop and implement annual business plans to deliver the operational objectives the Board has determined
- Bank signatory for operating budget if required
- Financial delegations as required by Board
- Ensure the appointment of staff with responsibility for managing Privacy, Occupational Safety and Health, and other relevant legislative requirements.

Communications and external relations

- Develop and implement a comprehensive consultative framework for undertaking Board consultation programmes and increase public awareness
- Build effective relationships and strategies to communicate required clinical, cultural and ethical standards to practitioners

Reporting

- Report to the Board at meetings in the format required and in accordance with the requirements of the Board committee structure to facilitate informed Board decisions
- Adopt a “no surprises” approach to Board reporting
- Ensure timely and accurate financial reports to the Board

QUALIFICATIONS AND EXPERIENCE

Essential:

- A tertiary qualification in a relevant field (law, health or public policy).
- Broad health sector experience and understanding of psychological practice
- Sound knowledge of professional regulatory legislation and the HPCA Act (2003)
- Proven and successful experience at a senior management level in a small to medium business
- Demonstrated leadership skills
- Proven experience in administering a statutory function and expertise in interpreting complex legislation
- Proven communication and relationship building skills

Desirable:

- Knowledge of web-based systems and relational databases
- Sound knowledge of policy and business development

REQUIRED COMPETENCIES

- Interpretation of the Law
- Implementation of the Law
- Communication skills
- Leadership
- Managing relationships
- Managing performance and risk
- Planning and organising
- Problem solving
- Results and achievement focus
- Systematic attention to following sound process and system
- A quality improvement focus
- Successful track-record demonstrating exercise of accountabilities
- Governance report writing
- Analytical
- Interpersonal skills
- Bicultural awareness and knowledge of Te Ao Māori