

## Programmes Officer Job Description

<b>Position</b>	Programmes Officer
<b>FTE</b>	Full time – office based
<b>Responsible to</b>	Senior Advisor Midwifery Regulation
<b>Location</b>	Wellington

### **Te Ohu Whakawhānau | About us:**

- The Midwifery Council is a statutory body constituted under the Health Practitioners Competence Assurance (HPCA) Act 2003. Its principal purpose is to protect the health and safety of members of the public by ensuring that midwives are competent and fit to practise their profession. It does this through its statutory functions relating to registration, accreditation of educational institutions, standards setting, promotion and review of competence, health, and education. The Council has key relationships with registered midwives, the Health and Disability Commissioner, the Ministry of Health, legal professionals, professional associations, and other health registration authorities both in New Zealand and Australia.

The Midwifery Council is committed to meeting its 1Te Tiriti obligations through 2Te Tiriti o Waitangi Relationship Framework.

- A strategic objective of the Council is that it is proactive, innovative, and strategic in its decision making which is based on the principles of right touch regulation. It is expected that the Council's values of integrity; fairness; and accountability are applied to how the Secretariat works and relates, both internally and with midwives, the public and other stakeholders.

### **Te Kaupapa Tauāki | Purpose Statement:**

The Programmes Administrator is accountable to the Senior Advisor Midwifery Regulation for the operationalisation of various programmes that the Council has put in place to ensure that midwives are competent to practise. The role includes high level monitoring of midwives' participation in the programmes and review of the effectiveness of the programmes in assuring the competence of

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<sup>1</sup> Te Tiriti o Waitangi Māori text as translated by Professor I H Kawharu, published in the Report for the Royal Commission on Social Policy, Wellington 1988

<sup>2</sup> Developed by AWE Consultants Limited

midwives. The role will also have administrative responsibility for the Council's involvement in post registration education as it relates to the Recertification Programme.

**Pono ki Te Kaupapa | Accountability**

<b>ACCOUNTABILITIES</b>	<b>Responsibilities</b>
Team culture and communication	<ul style="list-style-type: none"> <li>• Contributes to a positive office culture and effective teamwork</li> <li>• Understands and manages customer expectations; with both internal and external, tangata whenua and tangata tiriti customers and stakeholders</li> <li>• Actively participates in Council activities and actions with regards to Te Tiriti</li> <li>• Contributes to effective teamwork and is prepared to assist with other tasks in times of pressure or high workload</li> <li>• Shares in common tasks such as answering phones, checking info@ mailbox, collecting mail etc as required</li> </ul>
Recertification Programme (RP)	<ul style="list-style-type: none"> <li>• High level monitoring of midwives' engagement in the Recertification Programme and where level of engagement is low, implementing appropriate measures to elicit compliance</li> <li>• Communicating with midwives around recertification requirements in general and specific requirements to those returning to work from travel or maternity leave, including specifying timeframes for completion of components and high level monitoring the completion thereof</li> <li>• Management of targeted audit process from initial correspondence with midwives requesting documents for audit, to results and ongoing monitoring to completion of outstanding requirements</li> <li>• Issuing Certificates of Good Standing</li> </ul>
Overseas Competence Programme (OCP)	<ul style="list-style-type: none"> <li>• Following registration and before issuing of APC, communicates with midwives around OCP requirements, including specifying timeframes for completion</li> <li>• Engages with Internationally Qualified Midwives (IQM) to ascertain how they are transitioning into NZ practice and engaging in the OCP, including the supervision relationship</li> <li>• Liaises with Senior Midwifery Advisor regarding clinical</li> </ul>

	<p>competence matters</p> <ul style="list-style-type: none"> <li>• Liaises with DHB managers to ensure streamlined application process</li> <li>• Liaises with Senior Midwifery Advisor regarding appointment of supervisors</li> </ul>
<p>Return to Practice Programme (RTP) Return to Practice In New Zealand Programme (RTNZN)</p>	<ul style="list-style-type: none"> <li>• Responds to midwives' inquiries re RTP/RTNZN</li> <li>• Receives and assesses documentation, allocating midwives to appropriate category</li> <li>• Refers all assessments to Midwifery advisor to ensure practice is at the required standard and to confirm appropriate RTP/RTNZN pathway</li> <li>• Processes applications and when all necessary requirements have been met, issues practising certificates</li> <li>• Requests Certificates of Professional Status</li> <li>• Liaises with midwives after they have returned to practice, to ascertain that they are engaging in and completing requirements of the RTP/RTNZN education programmes</li> <li>• Liaises with Deputy Registrar and Senior Midwifery Advisor when there are questions regarding clinical competence matters or when policy dictates referral</li> <li>• Liaises with schools of midwifery and DHB managers regarding clinical assessments</li> </ul>
<p>Midwifery First Year of Practice Programme (MFYP)</p>	<ul style="list-style-type: none"> <li>• Ensures conditions are on new graduate's scope of practice</li> <li>• Liaises with College re programme completion</li> </ul>
<p>Prescribing Inquiries</p>	<ul style="list-style-type: none"> <li>• Administers process around initial inquiries into midwives' prescribing practice</li> <li>•</li> </ul>
<p>Post registration education</p>	<ul style="list-style-type: none"> <li>• Liaises around education provider accreditation with Deputy Registrar and Senior Midwifery Advisor – Education and any midwives engaged to undertake this work, and providers of post-registration education</li> <li>• Inputs Continuing Midwifery Education data as required</li> </ul>
<p>Liaison with DHBs, College of midwives and other key stakeholders</p>	<ul style="list-style-type: none"> <li>• Informs and educates DHBs and other employers of the importance of supporting midwives to engage in the various Council programmes</li> <li>• Maintains positive relationships with key personnel in DHBs, the College and other stakeholders</li> </ul>
<p>Safety and security</p>	<ul style="list-style-type: none"> <li>• Adheres to the Council's policies and expectations with specific</li> </ul>

	<p>regard to privacy, safety &amp; security and health and safety in the workplace.</p> <ul style="list-style-type: none"> <li>• Communicates effectively and in a timely manner with the correct person in relation to any issue raised</li> </ul>
Quality Improvement	<ul style="list-style-type: none"> <li>• Engages in quality improvement initiatives that support the work of the Council</li> <li>• Quality improvement projects are completed</li> </ul>

## **Ngā Whakaritenga Tangata | Person Specifications**

### **Ngā Tohu Wānanga | Qualifications**

- Holds a relevant degree

### **Ngā Pūkenga me Mātauranga | Skills and Knowledge**

- Knowledge of and experience in New Zealand’s regulatory system, including responsibilities, functions and processes
- Experience of administration within a statutory responsibility

### **Ngā Āhuatanga Whaiaro | Attributes**

- Excellent communication (verbal, written and presentation) skills
- An understanding of Te Tiriti o Waitangi
- A willingness to learn Te Reo
- Excellent organisational and prioritisation skills, and ability to work to a deadline
- Committed to quality improvement and streamlining of processes to ensure timely efficient high-quality response to notifications
- Sensitivity, empathy and confidentiality in dealing with people under stress
- Self-directed in work planning and implementation
- Able to assess, plan and implement own professional development
- Strong IT skills
- Able to work as part of a team
- Customer-focused approach



**Ngā Panonīngā Tūranga | Changes to position description**

Positions in the Midwifery Council may change over time as the organisation develops. Therefore, we are committed to maintaining a flexible organisational structure which best enables us to meet changing needs. Responsibilities may change over time as the job evolves.

# APPENDIX 1 – Te Tiriti o Waitangi Principles and Tikanga:

## Ngā Mātāpono Herenga Tangata o Te Tiriti o Waitangi | The Principles of Te Tiriti o Waitangi Relationship Framework

- Firstly, it recognises that Te Tiriti was signed between Maoridom and the Crown. Two states of equal authority.
- Secondly, it recognises that Tangata Whenua have suffered grievances as indigenous people of this land. These grievances are being address by the Waitangi Tribunal.
- Finally, it recognises that Tangata Whenua have the **right** and the **responsibility** to manaaki all Tangata Tiriti<sup>3</sup> who come to Aotearoa in a manner that expresses Tikanga Māori and acknowledges cultural worldview difference.

## Ngā Tikanga Herenga Tangata o Te Tiriti o Waitangi | Customary Practices of Te Tiriti o Waitangi Relationship Framework

- Equal membership of Governance Group (50:50)
  - Tangata Whenua
  - Tangata Tiriti
- Shared leadership
  - Tangata Whenua Co-Chair/Co President
  - Tangata Whenua Co-Chair/Co President
- Acknowledgement that there is a place for Tangata Whenua perspectives in decision making through acknowledging key values and beliefs from Te Ao Māori.
- A cooperative and shared relationship when working on all issues of interest and concern to the organisation and on all matters that relate to the organisational support
- Strategies, tikanga, policies, procedures, kawa and practices must reflect a two-world view and woven into the organisation.
- There will be collective decision-making that operates on consensus rather than a voting system. This will encourage the articulation of diverse views rather than a single or dominant viewpoint

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<sup>3</sup> **Tangata Tiriti:** Generic term to describe people whose rights to live in Aotearoa derive from Te Tiriti o Waitangi and the arrangements that the Crown has established under the provisions of '**Ko te tuatoru**' of Te Tiriti o Waitangi (Māori text)