

Notifications officer Job Description

Position	Notifications officer
FTE	Full time – office based
Responsible to	Senior Advisor Midwifery Regulation
Location	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 Te Tiriti obligations through Te 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 Notifications officer is accountable to the Senior Advisor Midwifery Regulation for the coordination and administration of notifications received about the competence and practice of midwives. The role includes liaison with the Deputy Registrar and Registrar over complaints regarding practice and their management in accordance with the requirements of the HPCA Act.

¹ 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

² Developed by AWE Consultants Limited

Pono ki Te Kaupapa | Accountability

ACCOUNTABILITIES	Responsibilities
<p>Coordination of competence and, health notifications and complaints processes</p>	<ul style="list-style-type: none"> • Preparation and presentation of new cases to senior staff as part of triage and risk management processes • Coordination and monitoring of competence and health notifications, • Making arrangements for competence reviews and following up to ensure reviews are satisfactorily concluded. • Managing information correctly and appropriately to ensure that privacy is maintained • Coordinating the appointment of supervisors and the receipt and processing of supervision reports • Monitoring competence programmes resulting from competence reviews • Monitoring the processing of health issues in consultation with the Senior Advisor Midwifery Regulation and the Deputy Registrar • Coordinating the processing of complaints and monitoring the processing of conduct issues in consultation with the Registrar and Deputy Registrar • Liaising with the PCC chair and providing ongoing administrative support, when a conduct matter is referred to a Professional Conduct Committee (PCC) • Supporting the initial drafting of Board papers • Coordination of Board fitness to practice meetings including minute taking and action list development • Assisting with the preparation of presentations on complaints and notifications • Assist with data collation related to complaints and notifications • Updating the summary of referrals, and other relevant records of complaints and notifications as directed. • Liaison with other agencies involved in administration and management of complaints about practitioners
<p>Audit of portfolio required due to complaint and notification processes</p>	<ul style="list-style-type: none"> • Sending portfolios for assessment • Maintaining audit records • Liaising with Senior Advisor Midwifery Regulation about audit outcomes and follow up actions required
<p>Annual practising certificate and registration processes</p>	<ul style="list-style-type: none"> • Assisting with registration and Annual Practising Certificate (APC) processes where fitness, competence, and/or conduct issues have been identified
<p>Team culture and communication</p>	<ul style="list-style-type: none"> • Contributes to a positive office culture and effective teamwork • Understands and manages customer expectations; with both internal and external, tangata whenua and tangata tiriti customers and stakeholders • Actively participates in Council activities and actions with regards to Te Tiriti • Contributes to effective teamwork and is prepared to assist with other tasks in times of pressure or high workload • Shares in common tasks such as answering phones, checking info@

	mailbox, collecting mail etc as required
Safety and security	<ul style="list-style-type: none"> • Adheres to the Council's policies and expectations with specific regard to privacy, safety & security and health and safety in the workplace. • Communicates effectively and in a timely manner with the correct person in relation to any issue raised
Quality Improvement	<ul style="list-style-type: none"> • Engages in quality improvement initiatives that support the work of the Council • Quality improvement projects are completed

Ngā Whakaritenga Tangata | Person Specifications

Ngā Tohu Wānanga | Qualifications

- Holds a relevant degree

Ngā Pūkenga me Mātauranga | Skills and Knowledge

- Knowledge of New Zealand's regulatory system, including responsibilities, functions and processes
- Experience of administration within a statutory responsibility is desirable

Ngā Āhuatanga Whaiaro | Attributes

- Excellent communication (verbal, written and presentation) skills
- An understanding of Te Tiriti o Waitangi
- A willingness to learn Te Reo
- Ability to think critically, analyse information and make sound recommendations
- Excellent attention to detail
- Demonstrated ability to provide high quality written documents
- 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 responses
- 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 Tiriti³ 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

³ **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)