

**MEDICAL COUNCIL OF NEW ZEALAND (COUNCIL)**

**JOB DESCRIPTION**

<b>POSITION:</b>	Team Leader, Professional Standards
<b>REPORTS TO:</b>	Manager, Professional Standards Deputy Registrar
<b>DATE AGREED:</b>	May 2019

<b>OVERVIEW</b>	
<b>Job Purpose</b>	<p>To ensure an effective and coordinated approach to meeting the Medical Council’s obligations to protect the public through processes targeted to doctors education and their maintenance of professional standards.</p> <p>Responsible for developing operational initiatives of continuous quality improvement (including training, communication, procedures and standards policy development), in consultation with Manager, Professional Standards.</p> <p>The role includes providing leadership to Professional Standards Advisers to ensure collaboration across the team and the achievement of quality outcomes.</p>
<b>Limitations on Authority</b>	<ul style="list-style-type: none"> <li>• This position is subject to delegations by the CEO, Registrar and Deputy Registrar, within Council policies and legislative requirements.</li> <li>• All expenditures to be within the approved financial delegation and Council budget, unless prior approval by the CEO.</li> <li>• All decisions are to be consistent with Council policies, processes, and delegations under the Health Practitioners Competence Assurance Act 2003 (HPCAA).</li> <li>• This position is subject to the non-disclosure agreement relating to confidential information.</li> </ul>
<b>Functional Relationships</b>	<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Chief Executive Officer (CEO)</li> <li>• The Council</li> <li>• Registrar and Deputy Registrar</li> <li>• Manger, Professional Standards</li> <li>• Manager, Accreditation and Standards</li> <li>• Manager, Registration</li> <li>• Team Leaders</li> <li>• Medical Advisers</li> <li>• Senior Policy Analyst</li> </ul>

**External:**

- District Health Boards and employers of doctors
- Ministry of Health
- Council agents
- Other national and international regulatory authorities

MAJOR AREAS OF WORK	DELIVERABLES / OUTCOMES
<b>Leadership</b>	<p><b>Manage and develop a successful Professional Standards team</b></p> <ul style="list-style-type: none"> <li>• Provide day to day management of staff ensuring a high performing professional standards team is established.</li> <li>• Develop and manage performance of individuals, including completing performance reviews.</li> <li>• Provide guidance and technical leadership, ensuring work objectives re achievable, clear and understood by staff.</li> <li>• Recruitment, induction and training of team members.</li> <li>• Provide oversight of team members’ case management and workload.</li> <li>• Team members receive regular constructive feedback and are helped to identify how to contribute to the team.</li> </ul>
<b>Manage cases and programmes of work</b>	<ul style="list-style-type: none"> <li>• Responsible for referral to team members of all new conduct and competence cases.</li> <li>• Maintain an overview of the team’s work programme to ensure effective case management and progression and address any slippage, in consultation with the manager.</li> <li>• Assist with preparation of agendas and reports that meet legal and policy requirements</li> <li>• Prepare and peer review reports, case files and communications to doctors.</li> <li>• Manage complex or high risk cases/work streams when required.</li> <li>• Build effective internal and external relationships.</li> <li>• Co-ordinate and manage programmes of work, including identified priority areas.</li> <li>• Identified improvements are implemented effectively and are well understood.</li> <li>• Advice is consistent and accurate and complies with the HPCAA, Gazetted scopes, rules of natural justice and other relevant statutory obligations, for example the Privacy Act.</li> <li>• Difficult situations with doctors or stakeholders are handled tactfully and constructively.</li> <li>• Maintaining good working relationships with all Council teams.</li> <li>• Workload is evenly distributed and work flows are managed.</li> </ul>
<b>Provide quality assurance, coaching and mentoring to the team</b>	<ul style="list-style-type: none"> <li>• Mentor team members, providing expertise and knowledge to assist with their development.</li> <li>• Advise manager of potential development needs of team members.</li> <li>• Provide expert advice on a regular ad hoc basis to team.</li> <li>• Prepare and manage consultations with stakeholders and the profession on changes in policy or process.</li> <li>• Lead the design and implementation of new processes, systems and templates in tandem with the Manager, Professional Standards and ensure their correct use.</li> </ul>

<p><b>Provide advice, reports and presentations both internally and externally</b></p> <ul style="list-style-type: none"> <li>• Present to stakeholders at relevant workshops and training days.</li> <li>• Ensure appropriate annual training for Council agents including Performance Assessment Committee members.</li> <li>• Maintain effective working relationships with all stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Council’s position is presented accurately in a way that can be easily understood and applied.</li> <li>• Relationships with stakeholders are strengthened and communication is timely and effective.</li> </ul>
<p><b>Council Support</b></p>	<ul style="list-style-type: none"> <li>• Assist with preparation of Council papers for Council meetings.</li> <li>• Ensure that Council papers and policies are prepared to a high standard and that appropriate peer review has occurred.</li> <li>• Council is provided with all relevant material to make decisions and advice is appropriately provided</li> </ul>

## PERSONAL CHARACTERISTICS REQUIRED BY THE POSITION

<b>Qualifications</b>	Undergraduate degree in analytical discipline (or equivalent knowledge)
<b>Knowledge and skills</b>	<ul style="list-style-type: none"><li>• Leading a team of professionals.</li><li>• Managing and leading cases/projects in a high volume caseload environment.</li><li>• Managing internal and external relationships.</li></ul>
<b>Personal skills – strengths in the following areas:</b>	<ul style="list-style-type: none"><li>• Working with people.</li><li>• An ability work both independently and within a small team.</li><li>• Persuading and influencing.</li><li>• Writing and reporting.</li><li>• Presenting and communicating (verbally).</li><li>• Able to manage high demands and workload effectively.</li><li>• Planning, organising and delivering (results).</li><li>• A positive and enthusiastic attitude towards work</li></ul>

The role is 1 FTE/ 40 hours per week