**Position Description: Registrar**

**DATE:** December 2019

**POSITION:** Registrar of the Optometrists and Dispensing Opticians Board

**RESPONSIBLE TO:** The Optometrists and Dispensing Opticians Board

**RESPONSIBLE FOR:** Deputy Registrar, Recertification Officer, Administrator and any other office staff

**FUNCTIONAL RELATIONSHIPS WITH:**

* Board Chairperson and all Board members
* Deputy Registrar, Recertification Officer, Administrator and any other office staff
* Corporate Services Manager of the Nursing Council of New Zealand (NCNZ) (back-office service provider)
* Registrars of all the Boards within the shared back-office service arrangement
* Registrars of all other Regulatory Authorities under the HPCA Act
* Ministry of Health officials
* Key staff within relevant professional, educational and accreditation bodies
* Registrars of equivalent authorities and key staff of other relevant organisations in Australia
* Key overseas health regulators, as determined by the Board
* Financial, legal, and other advisors to the Board.

**PURPOSE:**

The Optometrists and Dispensing Opticians Board is a Responsible Authority established under the Health Practitioners Competence Assurance Act (HPCA Act) 2003. Its principal purpose is to protect the health and safety of the public by ensuring that optometrists and dispensing opticians are competent and fit to practise their professions.

The function of the Board therefore encompasses registration, accreditation of educational institutions, standards setting, promotion and review of competence, health and education.

The Registrar will fulfill the duties of a Registrar designated under the HPCA Act. The Registrar will also take a lead role in providing effective management and administrative services to the Board.

Key determinants within the position involve performing the statutory duties of a Registrar set out in the HPCA Act, providing effective support to the Board, maintaining regular contact with optometrists & dispensing opticians (and the public) relating to standards of practice, ensuring registrations and annual practising certificates are processed in a timely manner and that an accurate register is maintained in terms of the HPCA Act, overseeing the effective operation of the Board’s administrative function and activities, and building effective working relationships.

It is important that the Registrar establishes effective external relationships with Stakeholders, Practitioners, Educators, other Regulatory Bodies and the Ministry of Health.

**PRIMARY OBJECTIVE OF THE POSITION**

To act as Registrar as designated under the HPCA Act and to ensure that all services comply with the requirements of the HPCA Act.

The Registrar will take a lead role in providing effective management and administrative services to the Board keeping in mind the Board’s strategic direction, as well as ensuring the statutory functions of the Board under the HPCA Act are fulfilled.

**KEY RESULT AREAS**

* Fulfil registration, competence, conduct, recertification, fitness to practise and all other requirements of the HPCA Act
* Oversee management of the annual practising certificate renewal process
* Ensure accurate Registers are maintained in terms of the HPCA Act
* Develop, recommend and monitor business plans, risk registers, budgets, policies and programmes for consideration by the Board and implement approved actions
* Maintain personal and organisational awareness of political, professional, business and economic trends that may affect the operations of or present risks to the Board
* Coordinate the provision of administrative support to the Board, including arranging meetings, preparing agendas, reports and minutes and assist with Board committee work
* Facilitate training for professional conduct and competence review committee members as needed
* Work with the Corporate Services Manager of NCNZ to ensure appropriate financial and back-office systems are in place
* Manage and monitor Board finances
* Manage and monitor health and safety matters affecting the Board’s office and staff, ensuring compliance with relevant legislation
* Communicate with health consumers, practitioners and stakeholders, including provision of advice on Board policies, statements and guidelines, complaint processes, and where appropriate, on other relevant legislation, such the Privacy Act, Consumer Guarantees Act, Fair Trading Act etc.
* Manage Deputy Registrar, Recertification Officer, Administrator and any other office staff
* Liaise with the Corporate Services Manager for NCNZ on all matters related to shared back-office services
* Manage relationship with Board Chair and Members
* Manage key relationships with Ministry of Health, Trans Tasman bodies, professional bodies, optometrists and dispensing opticians, and other regulatory authorities
* Manage any projects as requested by the Board
* Carry out any other task requested by the Board
* Other general support services.

**PERSON PROFILE**

**Experience:**

* A proven record of successful management within a professional setting
* Knowledge of and experience in servicing boards and/or committees
* Strong regulatory background – experience in administering a statutory function
* Competence in the use of IT systems – Microsoft Office and related databases
* Planning, budgeting and reporting skills.

**Skills:**

* Maturity and the capability of exercising sound professional judgment in the conduct of all duties
* Well developed relationship management skills with a consultative approach
* Demonstrated self management skills, including time management
* Highly developed interpersonal skills with the ability to work alongside a range of people
* High level of communication skills, both written and oral
* Ability to interpret and advise on legislation
* Policy development and project management skills
* Understanding and experience of managing budgets and financial documents
  + Excellent presentation skills and the ability to prepare high quality written material
  + Highly developed administrative and IT systems competence
  + Ability to manage, direct and develop staff
  + Ability to think strategically, and with reference to political, economic and other factors.

**Attributes:**

* A consultative and approachable manner
* A proactive, energetic and flexible style
* Proven ability to work under pressure and to meet deadlines
* A high level of self motivation, independence and critical thinking
* A commitment to equal employment opportunity policies
* An understanding of relevant legislation including the Health Practitioners Competence Assurance Act, Privacy Act, Health and Disability Commissioner Act and an understanding of the principles of the Treaty of Waitangi

* Confidence and ability to communicate well in a range of situations especially when dealing with registered practitioners, the public and stakeholders
* Integrity and discretion
* Understanding of confidentially and conflicts of interest and able to put this understanding into practice
* A commitment to providing quality service
* Client and customer focused both internal and external
* Relationship management and negotiation skills.

The remuneration band for this position is $88,500 - $119,800 per annum.