

**Te Poari o ngā Kaihaumanu
Hinengaro o Aotearoa
New Zealand Psychologists Board**

Tumuaki / Pouroki
General Manager / Registrar

Candidate Briefing Information

June 2022



The Role

- **Wellington Based**
- **Drive implementation of NZ Psychologists Board's strategic vision**
- **Contribute to the Future Development of the Psychology Profession in Aotearoa NZ**

Reporting to the Board Chair, the Tumuaki/Pouroki (General Manager/Registrar) will provide efficient, effective and accurate duties as specified by the Health Practitioners Competence Assurance Act 2003 and as delegated by the board to the Registrar.

The role plays an important part in guiding the future development of the Psychology profession. A vital component is a strong Māori and Pasifika focus, a working knowledge of Te Tiriti o Waitangi and the implications of these for the work of Aotearoa New Zealand psychologists.

The role includes responsibility for:

- Leadership of the Secretariat staff team
- Overseeing the development and implementation of strategy and Business Plans to support the Board and meet operational requirements
- Management of the organisation
- Carrying out and managing the functions of Registrar and ensuring regulatory compliance
- Servicing the Board
- Managing and developing stakeholder relationships
- Broaden engagement and flow of information between governance and operations.

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.

Skills & Experience:

Specific skills and experience sought include:

- Experience and knowledge of professional regulatory legislation and policy
- Knowledge of the HPCA Act (2003)
- Relevant Tertiary Qualification (law, health or public policy)
- Proven senior management experience
- Experience leading an organisation towards meeting Te Tiriti o Waitangi obligations and in strengthening cultural competence and safety
- Excellent commercial and financial acumen
- Proven communication, relationship building and stakeholder engagement
- Proven people leadership skills
- Strong political acumen
- Strategic thinking and change leadership capability

- Results orientation and successful track record demonstrating exercise of accountabilities
- Prior experience reporting to a Board
- Strong planning and organisational skills with a quality improvement focus
- A background from within the health sector with a preference for knowledge of mental health services/psychological practice would be an advantage
- Knowledge of web-based systems and relational databases would be advantageous.

The Organisation



New Zealand
PSYCHOLOGISTS BOARD
Te Poari Kaimātai Hinengaro
o Aotearoa

The Psychologists Board was established by the Psychologists Act 1981, and was subsequently appointed as an authority in respect of the practice of psychology under the Health Practitioners Competence Assurance (HPCA) Act 2003.

The Board's main purpose is to protect the health and safety of members of the public through the registration of psychologists and the management of matters related to competence, conduct, and fitness to practise. The Board also reviews and promotes the competence of psychologists and sets standards for clinical and cultural competence and ethical conduct. There is a firm and active commitment to growing cultural knowledge from a Te Tiriti informed perspective. The Board's functions under the Act are set out below.

The Board is a body corporate that can set up its own administrative arrangements, employ staff and manage its own finances. It normally has nine members, two of which are lay members. Its day to day operations are managed by a secretariat with nine employees. Read about the [Board's current membership](#) and the secretariat staff.

The Board is accountable to the Aotearoa New Zealand public through the Minister of Health and must provide an Annual Report, including audited accounts, to the Minister every year.

The Board has no formal relationship with either the New Zealand Psychological Society or the New Zealand College of Clinical Psychologists, but work closely with them on matters of mutual interest. The Society and College are collegial bodies whose primary mandate is to promote the interests of the profession, whereas the Board's mandate is to protect the interests of the public.

The Board's Functions (Section 118 of the HPCA Act) are:

- (a) to prescribe the qualifications required for scopes of practice within the profession, and, for that purpose, to accredit and monitor educational institutions and degrees, courses of studies, or programmes:
- (b) to authorise the registration of health practitioners under this Act, and to maintain registers:
- (c) to consider applications for annual practising certificates:
- (d) to review and promote the competence of health practitioners:
- (e) to recognise, accredit, and set programmes to ensure the ongoing competence of health practitioners:
- (f) to receive and act on information from health practitioners, employers, and the Health and Disability Commissioner about the competence of health practitioners:
- (g) to notify employers, the Accident Compensation Corporation, the Director-General of Health, and the Health and Disability Commissioner that the practice of a health practitioner may pose a risk of harm to the public:
- (h) to consider the cases of health practitioners who may be unable to perform the functions required for the practice of the profession:
- (i) to set standards of clinical competence, cultural competence, and ethical conduct to be observed by health practitioners of the profession:

(j) to liaise with other authorities appointed under this Act about matters of common interest:

(k) to promote education and training in the profession:

(l) to promote public awareness of the responsibilities of the authority:

(m) to exercise and perform any other functions, powers, and duties that are conferred or imposed on it by or under this Act or any other enactment.

Annual Practising Certificates (APCs)

In order to lawfully practise as a psychologist in Aotearoa New Zealand, a practitioner must be both registered with the Psychologists Board and hold a current practising certificate.



4220

Psychologists on the Register



3199

APC Holders

APC holders by scope

(may hold more than 1 scope)

- Intern psychologists 258
- Psychologists 976
- Clinical Psychologist 1827
- Educational Psychologist 286
- Counselling Psychologist 125
- Neuropsychologist 126
- Trainee 5



294

New Registrations

- 138 Overseas trained (fully qualified) including 22 psychologists registered under Trans-Tasman Mutual Recognition
- 156 NZ trained

By scope of practice¹

- Psychologist 22
- Clinical Psychologist 85
- Counselling Psychologist 11
- Educational Psychologist 12
- Neuropsychologist² 1
- Intern Psychologist 157
- Trainee Psychologist 6



21

Board-accredited training programmes accepting enrolments

- 19 University-based programmes
- 2 Supervision to Registration programmes

14 were active in an accreditation process during the year.

Best Practice Guidelines

There are Board guidelines on the following aspects of psychology practice:

- Guidelines on Unprofessional Behaviour and its Management in the Workplace
- Supervision Guidelines
- What to do when you have Concerns about another Psychologist
- Keeping Records of Psychological Services
- The Practice of Telepsychology
- The Use of Psychometric Tests
- Maintaining professionalism when using social media networking
- Guidelines on Informed Consent
- Coping with a Client Suicide

Entity Structure:

The Board has eight (8) members; Five (5) Psychologists and three (3) lay members.

Board Members are appointed by the Minister of Health. Main Sources of the Entity's Cash and Resources:

The Board has received its main income from Annual Practising fees paid by registered Psychologists. General Description of the Entity's Outputs: Safe and effective Psychological care for all members of the public.

Register of practicing psychologists as of 20 September 2021

Scope (first scope only)	Total practising	Total Māori (first or second ethnicity identified)	Total non-NZ trained	Female/ Male/ Gender diverse
Intern	216	21 (9.7%)	5 (pre-internship)	186/ 29/ 1
Trainee	8	0	1	4/ 4/ 0
Psychologist	1,042	61 (5.9%)	199 (19.1%)	853/ 189/ 0
Clinical Psychologist	1,921	105 (5.5%)	612 (31.9%)	1490/ 430/ 1
Counselling Psychologist	133	2 (1.5%)	57 (42.9%)	99/ 34/ 0
Educational Psychologist	310	11 (3.5%)	65 (21%)	252/ 58/ 0
Neuropsychologist	5	0	5	5/ 0/ 0
TOTAL	3,635	200 (5.5%)	939 (26%)	3,635
Neuropsychology (where recorded as an additional scope)	Total practising	Total Māori (recorded as first or second ethnicity)	Total non-NZ trained	Female/ Male/ Gender diverse
Neuropsychologist (as additional scope)	162	5 (3.1%)	56 (34.6%)	122/ 40/ 0

For more information visit:

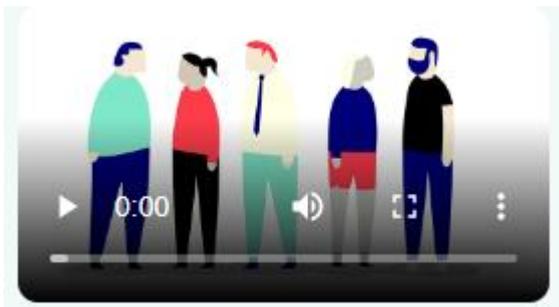
[Te Poari o ngā Kaihaumanu Hinengaro o Aotearoa - NZ Psychologists Board](#)

[Annual Report 2020](#)

Health Regulators

The prime purpose of the role of health regulators is to protect of the health and safety of all Aotearoa New Zealanders. They do this by ensuring that the treatment and healthcare you receive from a health professional is of a safe standard.

[Click here](#) to view a video on the role of health regulators



Position Description

POSITION

Tumuaki/Pouroki (General Manager/Registrar)

Te Poari Kaimātai Hinengaro o Aotearoa / New Zealand

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 plays an important part in guiding the future development of the psychology profession. A vital component is a strong Māori and Pasifika focus, a working knowledge and understanding of the principles of the Te Tiriti o Waitangi the implications of these for the work of New Zealand psychologists.

We have an aspirational vision where Aotearoa New Zealand has a psychology education and workforce community that is focused on achieving equity, justice and cultural safety for all.

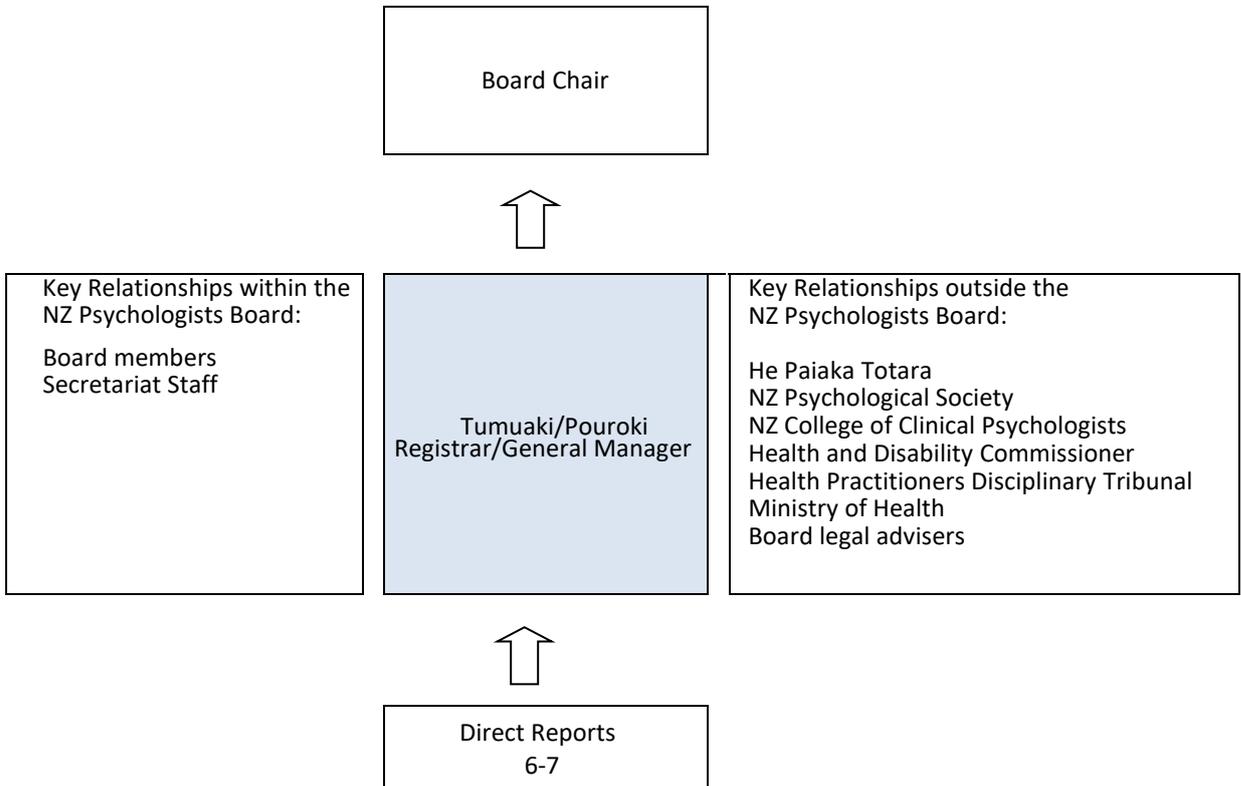
The role involves responsibilities in the following areas:

- Management of the organisation
- Regulatory compliance
- Servicing the Board
- Leading the Secretariat team
- Managing and developing stakeholder relationships

RESPONSIBLE TO

The Chair of the Board and the Board for employment performance and for the performance of statutory functions as identified under the Act and delegations from the Board.

KEY RELATIONSHIPS



KEY RESULT AREAS

Include but are not limited to:

Leadership

- Coaches staff monthly to achieve high staff productivity and job satisfaction. Ensures that all direct reports are able to explain:
 - why their work is important to NZPB and how it links to the direction.
 - what the units top three priorities are, what their top three priorities are and how the unit and individual priorities are connected.
- Ensures that all staff have goals set and monthly feedback on their performance, have development needs and personal goals identified and addressed through on-the-job training or other actions. Has a full discussion with each member of the team each year about their career aspirations and ensures that a tangible up-to-date development plan to achieve this is in place (monitored and reviewed quarterly).
- Monitors the skills required for delivering services and ensures these are available through individual training plans for existing staff, or through recruiting skills in. Identifies and works to develop two or three successors, to be appointable in two years' time. Identifies and nurtures other high potential staff members.
- Manages the Health and Safety of staff to identify hazards and eliminate or reduce these, identify work flow issues causing stress, respond appropriately to those reporting health problems or stress and provide adequate leave for staff.
- Meets at least monthly with all direct reports as a group to communicate organisational and functional direction and the performance of the team over the last month. Works to build a healthy relationship between team members and build commitment to NZPB's vision, values and services.

Delivery

- 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 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
- 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
- Ensure the Database is the primary source of practitioner information, is accurate and up to date

Te Tiriti o Waitangi

- Promote and support integrating Te Tiriti o Waitangi into the operations of the organisation.
- Ensure the timely completion of projects, and effective implementation of strategies to enhance the bicultural competence and safety of the psychology workforce.
- Foster cultural competencies and ensure cultural safety within the organisation and in external interactions.

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.
- 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
- Manage operational risk and advise the Board on key risks to operational delivery as early as practicable.

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

Governance Support

- 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
- Ensure all Board reports are provided on time and with sufficient guidance and information to support Board decisions as required
- 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
- Ensure the Board and its committees are provided with technical advice and support in relation to her statutory functions and compliance to the HPCA Act
- 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

QUALIFICATIONS AND EXPERIENCE

Essential:

- Expertise and experience with professional regulatory legislation and knowledge of the HPCA Act (2003)
- A tertiary qualification in a relevant field (law, health or public policy)
- Proven and successful experience at a senior management level
- Proven communication, relationship building skills and leadership
- Successful track-record demonstrating exercise of accountabilities
- Proven experience in administering a statutory function and expertise in interpreting complex legislation
- Experience leading an organisation to meet their obligations under Te Tiriti o Waitangi, including for the work of Aotearoa New Zealand psychologists and to strengthen cultural competence and safety
- Demonstrate a knowledge and competency with Te Reo Māori, Te Ao Māori, Tikanga and Te Tiriti o Waitangi and ability to contextualise in the everyday work of the organisation
- Experience in leading change.

Desirable:

- Broad health sector experience and knowledge of mental health services/ psychological practice

- Governance report writing
- Knowledge of web-based systems and relational databases
- Experience in interpretation of and implementation of the Law
- Sound knowledge of policy and business development.

REQUIRED COMPETENCIES

Leading - Provides others with a clear direction; motivates and empowers others; recruits staff of a high calibre; provides staff with development opportunities and coaching; sets appropriate standards of behaviour.

Relationship Building - Easily establishes good relationships with the Board, customers, stakeholders and staff; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others.

Strategic - Works strategically to realise organisational goals; sets and develops strategies; identifies, develops positive and compelling visions of the organisation's future potential; takes account of a wide range of issues across, and related to, the organisation.

Planning and Organising - Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organises resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks.

Delivering Results - Focuses on stakeholder needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals.

Sheffield Contacts



Andrea Bankier

Senior Consultant



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Andrea has a successful 20+ years track record as a consultant and facilitator across an extensive range of strategic and operational HR and Organisational Development including executive/director level Search, Recruitment & Selection, Learning & Development, Leadership & Team Development, Performance/Talent/Change & Transition Management, Workforce Planning & Leadership Coaching. Andrea uses her experience to create productive and sustainable work environments that value relationship-building, encourage creativity, diversity, effective leadership and teams, and continuous learning.



Tania Macdonald

Research Consultant



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Tania has a background in investment banking, having worked at a variety of international investment houses. She now combines her professional experience in a fast paced demanding investment banking environment, with her communication and her business development skills to the research team at Sheffield.



Jane Cotter

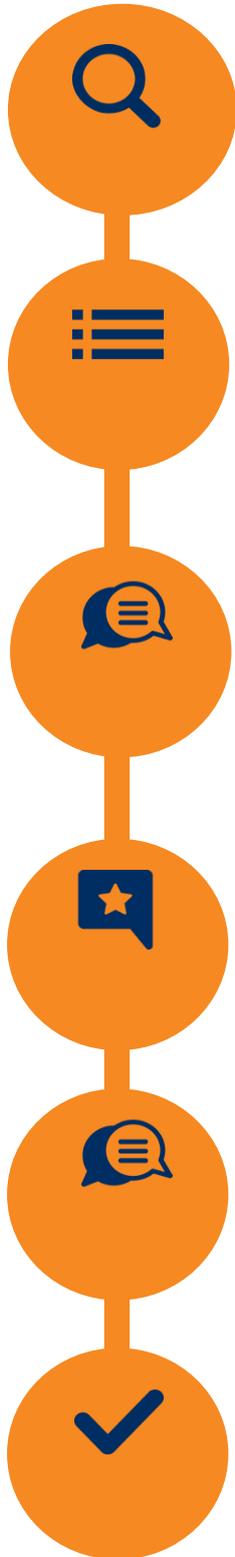
Personal Assistant



Ph +64 3 353 4357 **Email** jane.cotter@sheffield.co.nz

Jane comes from an extensive recruitment background, having worked over 25 years in the sector, both in Aotearoa New Zealand and abroad. Jane has worked for government and private companies across several disciplines including engineering, health and education. Jane provides support in candidate management and project support in Executive Search and Recruitment and Organisational Development areas.

Our Process



Search and Advertising

During this period a Sheffield consultant may contact you to discuss your application, explore your motivation for applying and assess your suitability and fit with the key competencies of the role. All applications received will be acknowledged via email.

Candidate Review

Sheffield will provide a formal report of all applications received with summarised candidates' information from CVs and cover letters, to the client for their consideration. All candidates will be advised of the status of their application within a week of the advertised closing date.

Consultant/Longlist Interviews

The lead consultant will interview those candidates selected for progression either face to face or via Skype/VC depending on location. The format will be a behavioural-based interview where you will be asked to provide examples from your career in relation to key competencies of the role. This will also be a chance to discuss motivations for applying and general career background, as well as to answer any queries you may have about the role.

Recommendations for Shortlist

From the initial longlist interviews, Sheffield make recommendations for shortlist to the client. We also provide a formal report to our client including summary points from your longlist interview. Those candidates not selected for further progression will also be advised at this stage.

Client/Shortlist Interviews

If you are progressing to the shortlist/client interview stage, you will be contacted and arrangements will be made for a suitable time for interview. We ask for your flexibility to make this work as easily for the client as possible.

Due Diligence and Decision

If you are the successful candidate this will involve reference checking and probity of education, employment and police records as well as online searches. Sheffield will support you with any due diligence required on your part. Unsuccessful candidates will also be informed at this stage and feedback will be provided.

How to Apply

Candidates can apply, in strict confidence, online at www.sheffield.co.nz.

To apply by email, please attach your cover letter and CV and send to cvchc@sheffield.co.nz quoting 8250aa.

Applications close on 10 July 2022. Emails will be electronically acknowledged, and further correspondence may be by email. For more information please phone Andrea Bankier on +64 27 4478 102.

Sheffield has prepared a Candidate Handbook which provides you with valuable information and suggestions for your job search. To read through the handbook please visit: [Candidate Handbook](#)

Working with Sheffield

You can expect that Sheffield will:

- ▶ Act with utmost integrity, honesty & with complete confidentiality
- ▶ Treat you with respect & comply with all relevant laws & policies
- ▶ Maintain a high level of communication throughout a recruitment process
- ▶ Demonstrate the highest levels of individual skills & knowledge
- ▶ Work with you to increase your potential for success & develop your career

In return, we would like to expect that you will:

- ▶ Be up front and completely honest with us
- ▶ Prepare thoroughly for all interviews
- ▶ Treat your consultant as the potential employer with the same courtesy and respect they show you
- ▶ Work closely with your consultant

The information contained in this document is a reflection of the essential elements of the position and company history as represented to Sheffield by Te Poari o ngā Kaihaumanu Hinengaro o Aotearoa and is not intended as a formal position description. It will be subject to further elaboration or clarification at a later stage in the selection process and Sheffield accepts no liability for any representations made in good faith.



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