

## Position Description

### KAITOHUTOHU NĒHI KAIRĒHITA KOUNGA NURSE ADVISOR REGISTRANT QUALITY (1.0 FTE)

<b>Position title:</b>	Nurse Advisor (Education focus)
<b>Reports to:</b>	Registration and Education Quality Manager
<b>Direct reports:</b>	TBA

### Te Kaunihera Tapuhi o Aotearoa / Nursing Council of New Zealand

The Nursing Council regulates nurses in New Zealand and is governed by the Health Practitioners Competence Assurance Act 2003, (the Act).

Our work is varied and is focused on ensuring that New Zealand nurses are competent and fit to practise their profession.

We strive to lead health professional regulation. Our values are important to us and guide the way we work.

### Our Values

- We honour our bicultural partnership – **Whakahoatanga tikanga rua**
- We work collaboratively with integrity by respecting each other **Mahi ngātahi ā mana**
- We are accountable, effective and efficient **Whai haepapa whai**
- We lead learn and improve **Arataki, ako, whakapai ake**
- We set standards to improve health equity **Wairua tōkeke hauora**



**Position purpose:**

The Nurse Advisor provides professional nursing advice to ensure that the Council's professional standards for registration and the accreditation and monitoring of nursing education programmes are well communicated and maintained.

The Nurse Advisor uses contemporary nursing knowledge and Te Tiriti o Waitangi principles to assist with the ongoing development of the Council's policies. The Nurse Advisor evaluates available data in order to report on, make recommendations on and assist with the development of policy and processes and they offer evidence-based advice to the Executive and Management team.

The Nurse Advisor role models collegial behaviours within the team and between Nurse Advisors to ensure a one team approach to balancing key priorities, supporting one another, and managing workloads. The Nurse Advisor builds team capability by sharing their knowledge of professional issues and trends with the wider Registrant Quality team.

The Nurse Advisor understands the range of stakeholders relevant to the role and that internal communication and relationships are as important as external communications and relationships; positioning the Council as a customer-focused organisation that delivers excellent service.

## Key Accountabilities

### Commitment to Te Tiriti o Waitangi

- Embeds the Nursing Council's obligations to te Tiriti o Waitangi through policy and leadership
- Contribute to the implementation of the Nursing Council's implementation plan for Te Tiriti o Waitangi Policy Statement and Framework
- Role model and lead the advancement of cultural safety initiatives
- Seeks opportunities to improve the organisations capacity and capability to respond to Māori
- Develops positive relationships with Māori that value Māori as partners

### Professional Advice

- Provide timely and accurate professional advice across a range of areas, to nurses, professional organisations and the public
- Engages with new leaders of nursing programmes and clinical practice to provide support and ensure understanding of Council standards and requirements
- Bring a strong research and quality improvement approach
- Bring a strong awareness of professional issues and trends in relation to nursing
- Draft determinations where appropriate
- Provides input to submissions to and/or for the Council
- Create letters on related professional issues
- Prepare policy advice on professional issues
- Report on professional issues
- Assess applications and advise on pathways for change of scope
- Prepare reports/draft Committee or Council papers as and when required
- Provide advice to Executive and Management staff where required
- Liaise with other Advisors where necessary, and when required

### Leadership

- Ensure Te Tiriti o Waitangi is reflected in all decision making
- Demonstrate an understanding and a commitment to the principles of Te Tiriti o Waitangi and facilitate accessing appropriate cultural advice and support
- Role models working as one team and uses initiative to support the workload of the Principal Advisor – Education and other Nurse Advisors
- Develop and maintain respectful and effective regulatory relationships with iwi, Māori, employers, educators, nurses and the public in alignment with our values
- Recommend improvements to work processes as appropriate
- Support the wider team to ensure workload is sustainable and key requirements are met
- Identify key skill gaps within the wider team and work with the Manager to coach individuals and support professional and career development
- Lead by example; building team capability by providing an excellent example
- Ensure HR requirements are met, and policies and procedures are followed as required
- Participate in informal and formal annual performance reviews on time and in line with the annual performance review process

### Health, Safety and Wellbeing

- Lead by example; creating and reinforcing the focus on a culture of health, safety and wellbeing
- Adhere to the relevant health and safety policies and procedures

- Ensure own wellness, health and safety within the workplace, as well as that of colleagues

### **Accreditation & Monitoring**

- Work with the Registration and Education Quality Manager, Principal Advisor Education, education providers, and the Registration Quality Team to ensure the quality of education and pre/post-registration programmes. This is achieved in alignment with the Council's Education Programme Standards and other policies/procedures.
- Support the accreditation processes for new nursing programmes within New Zealand. Reaccredit/monitor existing programmes.
- Ensure external contractors are well prepared for their role
- Manage the State Final Examination processes and overall exam quality, including supporting governance of the exam and managing exam content and delivery, moderation, and other quality improvement processes
- Manage the process for individual portfolio assessment of nurses applying for change of condition or scope of practice under Sections 17 & 24 of the HPCA Act, 2003
- Act as a point of contact and provision of advice mainly for general education enquiries
- Maintain up to date and accurate reporting on the accreditation and monitoring of education programmes
- Provide information and documentation relevant to accreditation and monitoring decisions to education providers and Council
- Maintains relationships with Nursing education programme providers
- Maintain functioning relationships with education providers and other relevant stakeholders
- Identify issues that need to be determined by the Registrant Quality Committee, and provide documentation and follow up as appropriate

### **Experience and Qualifications:**

- Post-graduate level qualification in Nursing and extensive experience working at a senior nurse level
- A current Annual Practising Certificate in the Registered Nurse scope of practice
- A professional understanding and expertise within the practice and education sector
- A sound understanding of the New Zealand health and disability sector
- Demonstrated ability to understand, analyse and accurately convey complex information in clear simple written language
- Awareness of the social, cultural and religious value of different cultural groups
- A focused commitment to enhancing the competence of others
- Comfortable with Tikanga Māori and being in situations where Te Reo Māori is being spoken



**Te Kaunihera Tapuhi o Aotearoa**  
Nursing Council of New Zealand

## Nursing Council Capabilities

Nursing Council capabilities are linked closely to our values and principles and help you to understand the behaviours and attitudes that it takes to be successful at Nursing Council. The capability framework sets out five levels of behaviour for each capability. The behaviours linked to your role at Nursing Council are highlighted below.

	Level 1	Level 2	Level 3	Level 4	Level 5
<b>Communication &amp; Teamwork</b> <i>Proactively informs, communicates clearly and collaborates effectively with others across the organisation to get things done</i>	Is able to communicate clearly to articulate a message, and listens to and values others' perspectives	Communicates succinctly (both in writing and verbally), is an active listener, and builds cooperative relationships with others	Can compose clear, and concise messages to a variety of audiences with minimal direction, listens to understand, and role models effective collaboration across the organisation	Is sought out to compose clear, and concise messages to a variety of audiences, is known as a great listener, and actively encourages collaboration across the organisation	Is proficient at communicating complex messages to a broad range of stakeholders, drives a culture of collaboration internally and collaborates strategically with key external stakeholders to progress Nursing Council objectives
<b>Professional &amp; Customer Focussed</b> <i>Displays high levels of integrity and ethics, respecting diversity &amp; privacy, and continually puts the customer at the centre of everything they do</i>	Is trusted by others to do the right thing, following through on commitments and fulfilling the needs of customers	Promotes an inclusive environment, is trustworthy, ethical and discrete, and maintains composure whilst meeting or exceeding customer expectations	Exemplifies service standards of the Council and builds trust, exercising discretion, acknowledging mistakes and giving credit for work where it is due	Demonstrates ethical resolve in adverse circumstances, is trusted and respected for their personal standards, and actively seeks out customer insights to improve outcomes	Has built a reputation as a fair, ethical, and trustworthy leader, who translates knowledge of key customer groups into organisational strategy, goals, and decision-making
<b>Leadership</b> <i>Leads self, and others (if relevant to role), effectively, displaying commitment to the Council's vision, values and objectives</i>	Is open to feedback from others to improve themselves and drive for results	Actively seeks feedback from others, strives for quality results, and expresses what one is thinking even when it is difficult to do	Inspires, motivates and develops others, working constructively with all stakeholders, promoting team morale and exemplifying high standards	Articulates a core sense of purpose, communicates and implements strategy, champions change, and has high credibility as a leader	Gets buy-in to the vision and strategy, embodies the Nursing Council values, maintains a sound personal reputation and adds value to the organisation's reputation
<b>Learning &amp; Improvement</b> <i>Keeps technical skills and knowledge up to date to effectively carry out key accountabilities, demonstrates a 'growth mindset', and applies learnings to continually improve themselves and the way work is done</i>	Demonstrates role-specific knowledge to carry out key accountabilities and identifies opportunities to improve processes and procedures	Stays up to date in their field, views challenges as an opportunity to grow, admits mistakes, actively seeks out opportunities to improve processes and procedures and initiates changes required	Actively challenges the status quo to look for better ways of doing things, thrives on change, ensures learnings are applied from mistakes, and takes ownership for ensuring identified improvements are implemented	Demonstrates and advocates for continuous improvement across the team/organisation. Is an avid learner, critically analyses experiences, applies and shares learnings, and is sought out for opinions, advice, and counsel.	Builds a learning culture by demonstrating a 'growth mindset'; champions a culture of continuous improvement; identifies and addresses complex process and procedure improvements. Changes are well communicated and embedded
<b>Decisive Judgement</b> <i>Makes effective decisions in a timely and confident way balancing all relevant factors.</i>	Has the ability to make thoughtful decisions and consider the consequences of making them	Carefully considers all options before making a decision and takes responsibility for outcomes	Actively makes sound decisions taking into account the facts, goals, constraints and risks associated	Takes ownership for making tough decisions, balancing all relevant facts, stakeholders and risks to ensure the best outcome is achieved in a timely manner	Displays balanced thinking, combining wisdom, analysis, experience, and perspective, resulting in effective decisions or sound recommendations; owns tough decisions

### Our Values

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