

Nursing and Midwifery Council Membership

Vacancy: 1 Registered Nurse
1 Enrolled Nurse
2 Community Members
1 Australian Lawyer

CLOSING DATE: close of business Friday 1 November 2019

Expressions of Interest may be submitted by:

Email: appointments@hpca.nsw.gov.au
Post: Attn: EOI Council Membership
Senior Policy and Project Advisor, Corporate Governance
Health Professional Councils Authority
Locked Mail Bag 20
Haymarket NSW 1238

Contact

For further information or to obtain an information package:
Senior Policy and Project Advisor, Corporate Governance
Health Professional Councils Authority (HPCA)

Phone: 9219 0273
Email: appointments@hpca.nsw.gov.au

Website: www.hpca.nsw.gov.au

INFORMATION FOR APPLICANTS

Expressions of interest are invited for membership of the Nursing and Midwifery Council of NSW.

Health professional councils are independent statutory bodies established under the *Health Practitioner Regulation National Law (NSW)* (the Law). There are 15 health professional councils in NSW.

The Governor of NSW appoints members recommended by the Minister for Health.

ROLE OF THE COUNCIL

The Council's main responsibility is to protect the public by regulating the profession. The Council does this by working in partnership with Health Care Complaints Commission to manage complaints about the health, performance and conduct of registered practitioners in NSW.

RESPONSIBILITIES OF COUNCIL PRESIDENT AND MEMBERS

The President is responsible for leading the Council and ensuring that the members work together as a cohesive team.

Members of the Council:

- actively contribute to the effective governance and oversight of the Council and its role in the regulation of registered health professionals in NSW
- have oversight for the efficient and responsible expenditure of public funds in accordance with relevant legislation and government policy and guidelines, and

- are accountable for their performance.

Term of appointment

Council members are appointed for a term of up to three years and are eligible for reappointment for a maximum period of nine years.

It is anticipated that appointed members will commence on 1 July 2020.

Availability and expectations of members

Applicants should be aware of the significant workload required of Council members.

Members are expected to attend Council meetings which occur every second month, on the first Thursday of the month.

Council members are also appointed to one or more standing committees (such as the Strategic Management Committee, Notifications Committee, Monitoring and Review Committee, Immediate action (s 150) Committee, Health, Performance Interview Committee, and Counselling Committee). Each meeting usually requires pre-reading of agendas and relevant documents about the cases being considered.

The Council manages 50-90 complaints per month and may be managing over 460 complaints and 280 monitoring cases at any one time.

Members may be asked to nominate for other ad hoc subcommittees as required.

Most members attend the Council offices for meetings for two to four half-days per month, including the Council meeting and may be required to write reports.

On occasion, members may attend community meetings or events in a representative capacity, to strengthen the Council's interaction with the profession and the community it serves.

Remuneration

Remuneration is paid to Council members in accordance with the *NSW Government Boards and Committees Guidelines* (Premiers Memorandum 2013_06). Rates are set by the Public Service Commission and approved by the Minister for Health.

The annual remuneration rate:

President:	\$20,000
Deputy President:	\$11,143
Member:	\$9,690

Council members who undertake additional work for the Council (such as hearings or interviews) are paid on a sessional basis.

Reimbursement of expenses (including out of pocket travelling expenses) is paid in line with NSW Government policy. Travelling time is not remunerated.

Member remuneration includes superannuation (SGC), which is paid through the NSW Ministry of Health payroll system to a complying fund of the member's choice.

Applicants who are NSW Government sector employees

NSW Government sector employees (including NSW Health employees) may be appointed to a Council. Applicants should seek their employer's support for their nomination and provide contact information for their employer on the Expression of Interest form.

In accordance with the *NSW Government Boards and Committees Guidelines*, Section 8.3, public sector employees who undertake work for the Council during their normal work hours are not paid an annual fee unless they obtain an exemption.

Standards of conduct

On appointment members must sign the Council Member Code of Conduct declaration and adhere to the Code at all times.

Members must adhere to standards and principles of conduct applicable to the public sector to ensure that public confidence and trust is maintained in the health professions and the Council. All members need to clearly understand their public duty and legal responsibilities and must act for the proper purpose without exceeding their powers.

Members must disclose in advance any financial or other interests that may be in conflict with their role as a Council member and must manage any conflicts in accordance with public sector standards. This includes registering the interest and abstaining from decisions that relate to the interest of the member. Members are required to sign the Financial Interest Declaration form annually.

Further information on the standards of conduct expected of NSW Government board and committee members can be found in the *NSW Government Boards and Committees Guidelines*, section 7.

MAKING AN APPLICATION

Applicants are required to complete the Council Appointment - Expression of Interest form available at www.nursingandmidwiferycouncil.nsw.gov.au/council-membership-10 and submit it with:

- a brief statement addressing each of the selection criteria
- an up to date curriculum vitae (CV) and
- the names and details of two referees.

Applications should not exceed five pages.

SKILLS AND EXPERIENCE

Selection criteria

Applications should include a brief covering letter or statement addressing each of the following selection criteria

1. High level of professional expertise in one or more of the following areas: a registered practitioner in the relevant profession, current involvement in tertiary education, management, law, governance, ethics, research, stakeholder engagement/management, consumer rights in health, finance, audit and risk.
2. The capacity to actively participate as a member of Council in the regulation of registered health practitioners to protect the public including evidence of integrity, independence, impartiality, good judgement and social awareness.
3. High level of oral, written and interpersonal communication skills including influencing and negotiating.
4. Demonstrated experience or capacity to work collaboratively and productively in a management or governance team.
5. Capacity and flexibility to contribute time to the workload and demands of the Council.

Member attributes

It is considered that a practitioner member will bring to the Council sound experience in the health profession for which the Council is established and will have an appreciation and understanding of the Council's role.

While the Law does not define the required attributes or qualities of Council members, it is considered that the desired attributes for all members are:

- ***Displays integrity:*** is ethical, committed, diligent, prepared, organised, professional, principles-based and respectful, values diversity, and shows courage and independence
- ***Thinks critically:*** is objective and impartial, uses logical and analytical processes, distils the core of complex issues and weighs up options
- ***Applies expertise:*** actively applies relevant knowledge, skills and experience to contribute to decision-making
- ***Communicates constructively:*** is articulate, persuasive and diplomatic, is self-aware and reflects on personal impact and effectiveness, listens and responds constructively to contributions from others
- ***Focuses strategically:*** takes a broad perspective, can see the big picture, and considers long term impacts
- ***Collaborates in the interests of the scheme:*** is a team player, flexible and cooperative, creates partnerships within and between Councils and the HPCA.

SELECTION PROCESS

Assessment of applications and CVs is based on merit. Recommendations are then made to the Minister to consider for nomination by the Governor for appointment. The skills mix, needs and demographic balance of the Council is also taken into account when selecting candidates.

Applications that are incomplete or do not address the criteria are not considered.

Referee reports

Applicants must nominate two referees, including their positions and contact details. Referees should be able to discuss the applicant's skills, qualifications and fit with responsibilities of a Council member.

Unsuccessful applicants

Unsuccessful applicants are notified on completion of the EOI process.

Probity checks for short listed applicants

Appointees to government boards and committees need to have records of personal, professional and commercial integrity. Short listed applicants will be subject to a national police check as part of the selection process.

PROTECTING PERSONAL INFORMATION AND PRIVACY

The Health Professional Councils Authority (HPCA) complies with NSW Government privacy legislation and policies.

If appointed to the Council, the following information will be made available to the public on a NSW Government website, the council annual report and may be included in media releases issued by the Minister for Health, the Council or the HPCA:

- first name and surname
- the term of appointment
- the position held, for example, Member/President