



Health Professional Councils Authority

Health Professional Councils Authority

Positions available:

Nursing and Midwifery Council

- 1 Australian Lawyer

Paramedicine Council

- 1 Australian Lawyer

Podiatry Council

- 1 Australian Lawyer

Expressions of Interest should be submitted by **9am Friday 6 January 2023**.

Expressions of Interest should be submitted to hpca-ps-appointments@health.nsw.gov.au.

Contact for further information:

Sharon Samji
A/Senior Policy and Project Advisor
Corporate Governance

Phone: 02 9879 2285

Email: hpca-ps-appointments@health.nsw.gov.au

Website: www.hpca.nsw.gov.au

INFORMATION FOR APPLICANTS

The Health Professional Councils Authority (HPCA) is inviting applications from people interested in becoming members of a Health Professional Council. Current vacancies are for Australian Lawyers to become a member of the Nursing and Midwifery Council, Paramedicine Council or Podiatry 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. For further information refer to the Council website and Annual Reports www.hpca.nsw.gov.au

RESPONSIBILITIES OF COUNCIL PRESIDENT, DEPUTY PRESIDENT & MEMBERS

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



Health Professional Councils Authority

- are accountable for their performance.

Term of appointment

We anticipate the term for each position to commence from 1 July 2023.

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

Availability and expectations of members

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

Members are expected to attend monthly Council meetings and may include more frequent committee meetings, depending upon the complaint volume of the Council.

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.

MAKING AN APPLICATION

Applicants are required to submit the following documents by 9am Friday 6 January 2023

- expression of interest form – Australian Lawyers need to provide evidence that they have been admitted to the legal profession and are currently on the Supreme Court Roll.
- a brief statement addressing each of the selection criteria (no more than three pages)
- an up-to-date curriculum vitae (no more than five pages)

SKILLS AND EXPERIENCE

Selection criteria for Practitioner member

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, law, governance, ethics, research, community engagement/representation, consumer rights in health.
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 as a member of Council.

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, requirements, and demographic balance of the Council is also considered when selecting nominees.

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



Health Professional Councils Authority

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.

Probity checks for short listed applicants

Short listed applicants will be subject to relevant probity checks and national police check as part of the selection process.

Vaccination requirement for all Council Members

As regulators of health care professionals in NSW, the NSW Health Professional Councils and the Health Practitioner Councils Authority (HPCA) play an important role in the community. It is our priority to ensure we provide our workforce and our community with a healthy and safe workplace environment. This includes taking all steps that are practicable to prevent the spread of COVID-19. Council members must be fully vaccinated with the COVID-19 vaccine unless medically contraindicated. As part of the appointment process, you will be asked to confirm whether you meet this requirement and will be asked to show proof of your COVID-19 vaccination status prior to any appointment being confirmed.

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](#), 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 always adhere to the Code.

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 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](#).

Suitable applicants

Applicants that are found suitable for appointment and are not appointed, may be considered for future vacancies.



Health Professional Councils Authority

Unsuccessful applicants

Applicants not successful in this round of appointments will be notified at the end of the 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
- meetings attended
- the position held, for example, Member

Remuneration

Remuneration for Council members aligns with the [Public Service Commission Remuneration Framework for NSW Government Boards and Committees](#). Council members who undertake additional work such as attend 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 for [Out of Pocket Expenses](#). 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.

Current remuneration	President	Deputy	Member
Nursing & Midwifery	\$20,000.00	\$11,143.00	\$9,690.00
Paramedicine	\$4,465.00	\$4,214.00	\$3,665.00
Podiatry	\$4,465.00	\$4,214.00	\$3,665.00