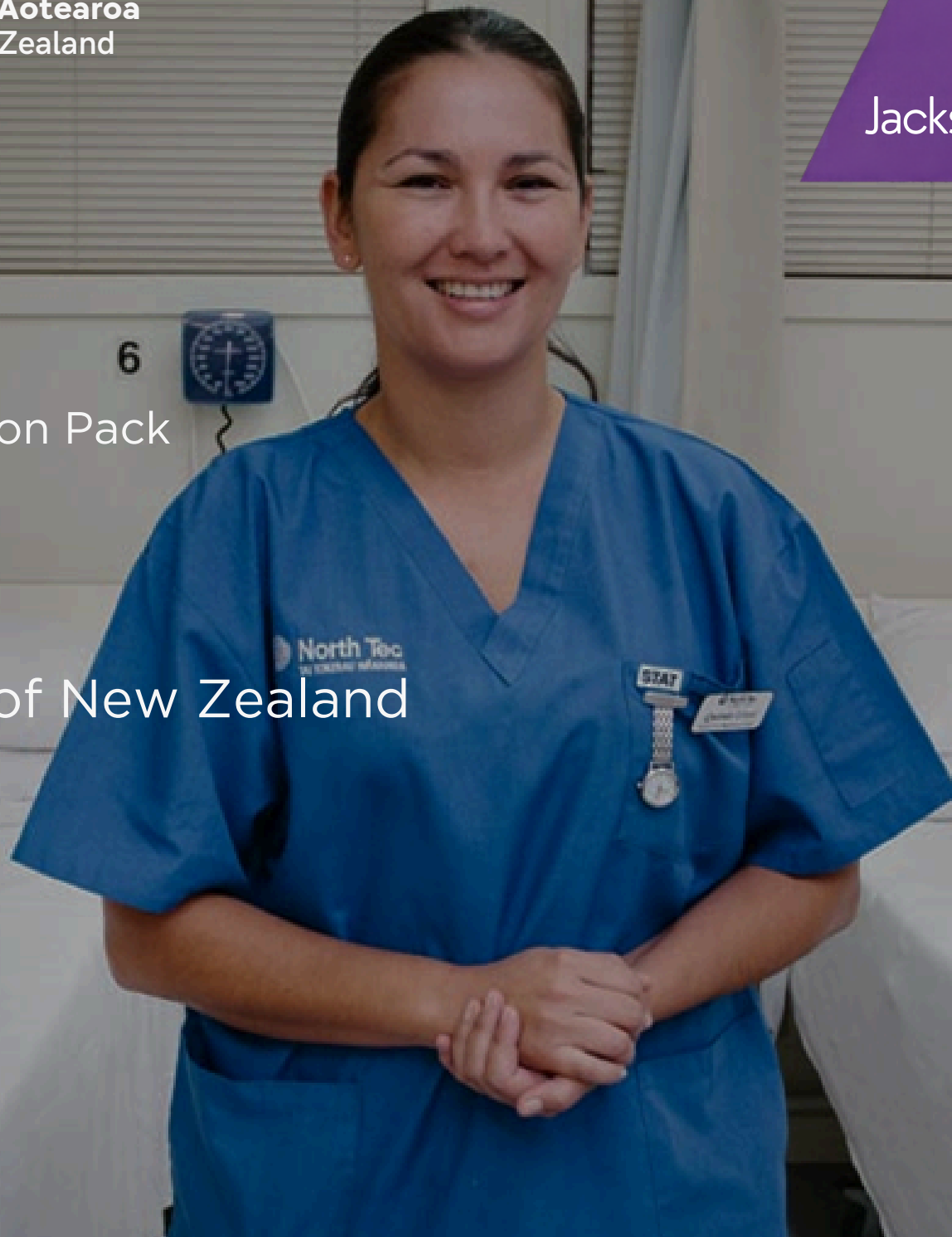


Candidate Information Pack

Registrar

Nursing Council of New Zealand





About the Nursing Council of New Zealand

The Nursing Council of New Zealand (the Council) is the responsible authority for nursing under the Health Practitioners Competence Assurance Act 2003. Its purpose is to protect the health and safety of the public by ensuring that nurses are competent and fit to practise. The Council registers registered nurses, enrolled nurses and nurse practitioners; sets scopes of practice and the standards and competencies nurses must meet; issues annual practising certificates; and oversees the ongoing competence, conduct and health of the profession.

The Council works within a wider health and regulatory system that includes the Ministry of Health, Health New Zealand, other responsible authorities under the Act, the nursing profession and its representative bodies, education providers, unions, Māori and iwi partners, and the communities that nurses serve.



Context: Separating the Chief Executive and Registrar roles

In August 2026, the Council resolved to separate the previously combined Chief Executive / Registrar role into two distinct permanent positions: a Chief Executive and a Registrar. The two roles carry different accountabilities. The Registrar holds the statutory office of Registrar under the Act and exercises the direct functions of that office, together with the regulatory powers that Council delegates. The Chief Executive leads the organisation, is accountable to Council for its performance, and builds the capability and culture that allow the Council's regulatory purpose to be met. Separating the roles reflects contemporary regulatory good practice, gives each function dedicated leadership, and strengthens the Council's governance and management during a period of organisational renewal.

The Role



Role: Registrar

Reports to: Chief Executive, for all employment and organisational purposes. The Registrar reports to Council on regulatory performance through an agreed reporting line, and may escalate defined matters to Council through the Chair

Direct reports: Registration and regulatory teams

Location: Wellington

Tenure: Permanent, full-time

Remuneration: To be confirmed - commensurate with experience

Role overview

The Registrar holds the statutory office of Registrar under section 151 of the Health Practitioners Competence Assurance Act 2003. The role has three strands: discharging the direct statutory functions of the office, including receiving and determining applications for practising certificates and administering the register on behalf of Council; making the regulatory decisions that Council delegates under clause 17 of Schedule 3 to the Act; and leading the regulatory operations that support Council's own decision-making. The Registrar is accountable for the integrity, lawfulness, fairness and quality of decisions made under the office's direct functions and delegated authority, and for the quality of the processes and advice that support Council's decisions. The Registrar decides individual matters on their merits, impartially and free from direction as to outcome, within the standards, policies and delegations set by Council, and is a trusted source of regulatory advice to Council and the Chief Executive.

Key relationships



- Chief Executive and the executive leadership team
- Council and its relevant committees
- The registration and regulatory teams
- Applicants, registrants and the nursing profession
- Professional conduct committees and the Health Practitioners Disciplinary Tribunal
- Other responsible authorities and regulatory bodies
- Education providers and assessors
- Ministry of Health and Health New Zealand
- Māori, Pasifika and other cultural advisors

Key accountability



Direct statutory functions

- Discharge the direct statutory functions of the Registrar under the Act, including receiving applications for annual practising certificates, issuing certificates where no ground in section 27(1) applies, and referring contestable applications to Council (or determining them under delegation) as section 28 requires.
- Maintain the register of nurses on behalf of Council (section 136) and ensure its accuracy and integrity.
- Administer registration, annual practising certificate and recertification processes.

Delegated regulatory decision-making

- Under delegation from the Council, make and oversee registration and related decisions that are lawful, fair, consistent, timely and defensible, and consistent with the principles of natural justice.
- Assess qualifications, competence and fitness to practise, including for internationally qualified applicants.
- Oversee competence, conduct and health processes, including notifications, competence reviews, and matters referred to professional conduct committees and the Health Practitioners Disciplinary Tribunal.
- Ensure matters requiring the exercise of Council's protective powers, including urgent interim suspension or the imposition of conditions, are identified and brought to Council without delay.

Standards, scopes and quality

- Support Council to set and maintain scopes of practice, competencies, standards and recertification frameworks.
- Ensure regulatory processes are high-quality, well documented and continuously improved.
- Manage regulatory risk and safeguard the integrity and reputation of the Council's regulatory function.

Key accountability



Leadership of regulatory operations

- Lead the registration and regulatory teams and build their capability.
- Ensure efficient, accessible and applicant-focused regulatory services.
- Work with the Chief Executive on resourcing, systems and performance, while preserving the integrity of individual regulatory decisions.

Statutory reporting and compliance

- Meet statutory reporting, information, privacy and records obligations.
- Provide accurate regulatory information and advice to Council, the Chief Executive and, as required, the Ministry.
- Report regularly to Council on regulatory performance through the agreed reporting line, and escalate to Council, through the Chair, any concern that a direction would require unlawful action or that resourcing is preventing compliance with statutory obligations.
- Maintains a continuous focus on public safety.

Equity and cultural safety

- Ensure the Council's regulatory processes advance equity and cultural safety.
- Ensure processes are culturally safe and fair for applicants, registrants and the public, including Māori.

Person specification



Experience

- Substantial experience in regulation, statutory decision-making or a quasi-judicial environment, ideally in health or professional regulation.
- Proven application of natural justice and administrative-law principles to complex, contestable decisions.
- Experience leading regulatory or registration operations and teams.
- Experience managing sensitive competence, conduct or fitness-to-practise matters is highly desirable.



Knowledge and qualifications

- A relevant tertiary qualification, for example in law, health, nursing or regulation; postgraduate qualifications are an advantage.
- Strong working knowledge of the Health Practitioners Competence Assurance Act 2003, or the demonstrated ability to master a comparable statutory framework quickly.
- A background in nursing or another regulated health profession is advantageous but not essential; deep regulatory and decision-making capability is essential.



Capabilities and attributes

- Rigorous, impartial judgement and a strong sense of fairness and integrity.
- The independence and courage to make and stand behind difficult regulatory decisions.
- Excellent analytical and written reasoning.
- A calm, applicant-focused and culturally safe approach.
- Genuine commitment to equity and cultural safety, and demonstrated cultural competence.



Key Contacts & Timeframes

KEY DATES

- Applications close - 22 November 2026
- Longlist presentations - Week commencing 23 November 2026
- JacksonStone & Partners interviews - Week commencing 30 November 2026
- Shortlist presentation - Week commencing 14 December 2026
- Christmas break - 24 December 2026 to 11 January 2027
- Panel interviews - Week commencing 11 January 2027



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