

Position description - Registrar

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 [structure to confirm]
Location	Wellington
Tenure	Permanent, full-time
Remuneration	To be confirmed - commensurate with experience

Purpose

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
- Legal advisers
- Other responsible authorities and regulatory bodies
- Education providers and assessors
- Ministry of Health and Health New Zealand
- Māori, Pasifika and other cultural advisors

Key accountabilities

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 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.

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.

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 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.