Candidate Briefing Information

Chief Executive
Organisation

Background

The New Zealand College of Midwives (the College) vision is that all pregnant women in New Zealand can access and enjoy the services of a highly educated and competent midwifery service that is based on partnership with women and whānau. It works to achieve this through promoting standards of practice and providing multiple on-going education and quality assurance opportunities for registered midwives. Its organisational values are being professional, non-hierarchical, informed and constructive, passionate, determined and generous.

- The College is a membership organisation founded in 1989 currently representing over 3000 members. The membership comprises registered and student midwives and consumer organisations with an interest in maternity services.
- Responsible to; The National Committee of 22 representatives
- Responsible for; Some 19 employees, 11 contractors and has 13 Direct reports.

Philosophy

- Midwifery care takes place in partnership with women. Continuity of midwifery care enhances and helps protect the normal process of childbirth.
- Midwifery is holistic by nature: combining an understanding of the social, emotional, cultural, spiritual, psychological and physical ramifications of women’s reproductive health experience; actively promoting and protecting women’s wellness; promoting health awareness in women’s significant others; enhancing the health status of the baby when the pregnancy is on-going.
- Midwifery is: dynamic in its approach based upon an integration of knowledge that is derived from the arts and the sciences, tempered by experience and research; collaborative with other health professionals.
- Midwifery is a profession concerned with the promotion of women’s health. It is centred upon sexuality and reproduction and an understanding of women as healthy individuals progressing through the life cycle.
- Midwifery care is given in a manner that is flexible, creative, empowering and supportive.

Vision

The New Zealand College of Midwives (the College) vision is that all pregnant women in New Zealand can access and enjoy the services of a highly educated and competent midwifery service that is based on partnership with women and whānau.
**Strategic objectives**

The New Zealand College of Midwives:

- purposefully and continuously develops and maintains a strong autonomous midwifery profession in New Zealand.
- leads, promotes and supports partnership-based midwifery practice that conforms to the Code of Ethics and the Standards for Midwifery Practice.
- leads the development and maintenance of a quality assurance framework to improve maternity outcomes for women and families.
- advocates for the development and provision of services, policies and programmes that support the improvement of maternity outcomes and health status of women and their families.
- provides expert advice to government and other relevant agencies, to strengthen and support the midwifery profession.
- advocates for, promotes, and evaluates undergraduate and postgraduate education and provides continuing education for midwives.
- conducts, promotes and disseminates relevant research which provides an evidence base for midwifery practice in New Zealand.
- commits to upholding the articles of the Treaty of Waitangi by recognising Maori as Tangata Whenua of Aotearoa
- builds and maintains relationships with relevant national and international agencies to the benefit of midwifery in New Zealand, and to contribute to the global midwifery community.
- operates in an efficient and effective manner to the benefit of its members through the delivery of a comprehensive professional service to its members.
New Zealand College of Midwives National Committee

National Committee is the Governance Board and is made up of the President, the Chairperson from each of the 10 regional committees, four consumer representatives, two Nga Maia representatives, two Pasifika representatives, the Chief Executive and two student representatives.

For more information on the organisation please visit our website at https://www.midwife.org.nz/

The Role

Chief Executive

- Diverse and challenging leadership role
- Meaningful and impactful organisation
- Christchurch based

Established in 1989 and representing over 3000 members, the New Zealand College of Midwives are the voice for midwives and women accessing the maternity service. Our vision is that all pregnant women in New Zealand can access and enjoy the services of a highly educated and competent midwifery profession based on partnership with women and whānau. With a team of 19 employees and 11 contractors we work to achieve this through promoting standards of practice and providing multiple ongoing education and quality assurance opportunities for registered midwives. Our organisational values are; being professional, non-hierarchical, informed and constructive, passionate, determined and generous.

Due to the forthcoming retirement of our long serving Chief Executive, the National Committee are seeking to appoint the College’s next Chief Executive.

Reporting to the National Committee, this pivotal leadership role has 13 direct reports and is responsible for leading the development and implementation of the College’s strategic plan to facilitate the achievement of the organisation’s vision, whilst also striving to meet our members’ diverse needs. Given the breadth of services the College provides and the context in which we operate, this entails leadership and oversight of:

- Members’ professional and educational development
- Midwifery practice standards and representation
- Regional activities
- Public relations, including media engagement
- Stakeholder engagement and partnership management
- Contract management and negotiations
- Business and membership development
- Business planning, financial management and staff management
- Continuing to foster a positive organisational culture

The successful candidate will be a registered, experienced midwife with a Master’s degree or working towards same who has substantial knowledge and experience in health sector and of New Zealand’s midwifery led model of care. You will be a proven strategic leader who has successfully worked in a ‘flat’
organisational structure where collaboration and ‘rolling up your sleeves to get the job done’ is the norm.

Exceptional relationship management skills are essential, as are high levels of critical thinking ability, and proven oral and written communication skills. You will need to be resilient, adaptable, organised, commercially astute and comfortable with stakeholder management and negotiating on behalf of members and the organisation. Knowledge of and exposure to public relations and how to front media queries would be advantageous.

In addition to the above, to truly excel in this role you will have generosity of spirit for the College’s purpose of ensuring a woman centred midwifery service and feel deeply aligned to our values. If this sounds like you we would like to hear from you.

To apply in strict confidence now, email your cover letter and CV to lynda.o@nzcom.org.nz or Gretchen@evolutio.co.nz Applications close on 19 November 2018. Emails will be electronically acknowledged and further correspondence may be by email.

For more information please contact Lynda Overton on 03 372 9740 lynda.o@nzcom.org.nz or Deb Pittam, College President on 021 435 033 debpittam@gmail.com

The Position Description

CHIEF EXECUTIVE
POSITION DESCRIPTION

Organisational information

The New Zealand College of Midwives (the College) vision is that all pregnant women in New Zealand can access and enjoy the services of a highly educated and competent midwifery service that is based on partnership with women and whānau. It works to achieve this through promoting standards of practice and providing multiple ongoing education and quality assurance opportunities for registered midwives. Its organisational values are being professional, non-hierarchical, informed and constructive, passionate, determined and generous.

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Responsible to; The National Committee of 22 representatives

Responsible for; Some 19 employees, 11 contractors and has 13 Direct reports.
Overview of the role:

1. To lead the development and implementation of the College’s strategic plan, and any adaption required
2. To support and maintain midwife members professionalism and continuing education needs
3. To lead and manage professional and educational programmes and contracts to ensure the professions credibility and the College’s objectives and future sustainability
4. To lead and manage business planning needs and organisational finances effectively including being a good employer
5. To lead and manage our professional partnership culture, our members diverse needs, our activities, regional activity and organisational resources
6. To represent the College through member, public, stakeholder, and media engagement
7. To advise the National Committee and support their governance functions
8. To ensure legal and regulatory requirements are met through having fit for purpose policies, systems, administration, standards and controls

Accountabilities:

People leadership

- Lead and manage our professional and organisational culture so that members feel valued and see how their efforts contribute to the College's strategic objectives
- Maintain a workplace culture that promotes and supports professional development for staff and members
- Ensure systems and support is in place so staff can work safely, efficiently and effectively
- Engage with members to maximise their skills and contributions and to effectively communicate organisational activity and membership benefits to them.

Strategic, Organisational and Professional Leadership

- Successfully lead policy development and implementation, monitoring and adaption of the strategic plan programmes to get the outcomes required
- Champion and implement the organisational and professional culture and values within the staff team, the membership and in external engagement that focuses on quality midwifery practice, professional credibility and development, research and collegiality
- Have oversight of all activities and manage the College's operations in a way to ensure efficiency and effectiveness
• Stay informed of internal and external developments presenting opportunities or challenges to the College’s objectives, including in the area of gender equality and the wider public health service
• Champion the midwifery model of care in internal and external engagement to be a recognised and credible spokesperson and advisor
• Work under the aims of Te Tiriti o Waitangi and other human rights frameworks.

Business development

• Maintain organisational revenue through membership, external contracts, sponsorship, grants and other income
• Build relationships and partnerships to ensure support for the delivery of the College’s strategic projects and others identified as being aligned with the College’s strategic plan
• Work with the Board’s Finance Committee to ensure effective management of College funds.
• Ensure effective negotiation and management of the College’s Professional Insurance policy

External engagement

• Maintain and build on the College’s profile, credibility and impact amongst members, key sectors particularly the Ministry of Health, other stakeholders and the public
• Oversee effective media engagement, including both supporting organisational media spokespersons and at times as a media spokesperson
• Positively represent the College at functions and national and international events that support member and Regional Committee activities and professional development
• Contribute a perspective which reflects the College’s values (including gender equality for women’s health, maternity services and women’s professions) when engaging with external programmes
• Ensure all external engagement positively represents the College and in line with its objectives and policies

Support for governance

• To ensure that the National Committee has at its disposal sufficient resources, guidance and professional advice on governance matters
• To liaise with the President and National Committee as appropriate, ensuring the Board is fully informed and advised on matters pertinent to its stewardship role
• To work collaboratively with National Committee, leveraging their skills and experience where appropriate
• In consultation with the President, prepare meeting agendas and draw the National Committee’s attention to matters that need a decision
• To attend all National Committee meetings (3-4 times annually)
• To ensure prompt provision of the National Committee meeting minutes and follow up actions.
Finance, legal and administration

- Responsible to the National Committee, through the Finance Committee, for the financial health of the organisation
- Accountable to produce accounts, budgets, updates and financial analysis acceptable to the National Committee, to ensure the sound financial management of the organisation, and meet reporting and audit requirements
- Accountable from all legal and regulatory documents are filed and relevant laws and regulations are complied with
- Ensure policies, systems, controls and monitoring are in place to ensure the organisation meets legal and regulatory requirements e.g. financial, contractual, employment and health and safety rules
- Accountable for office tenancies and building management related issues
- Demonstrated ability to manage Staff and understanding of associated HR processes
- Able to demonstrate the ability to manage the day to day functioning of the New Zealand College of Midwives and National Office

Person Specification:

Experience and skills

- Is a registered, experienced midwife with a master’s degree or working towards same.
- Knowledge and experience in health sector, NZ’s midwifery led model of care, strategic and business planning, negotiation, operational and contract management, project management and HR/Staff management.
- Strong oral and written communication skills to represent the organisation, including working with and speaking to media
- Strong leadership skills that encourages team spirit and inclusive management that motivates people
- Has a broad understanding of technology
- Understanding of professionalism, feminism, gender equality
- Commitment to Te Tiriti o Waitangi and human rights.

Personal attributes

- Is able to demonstrate the qualities of a transformational leader
- Shows leadership qualities
- High energy and enthusiasm
- Resilience
- Openness and honesty
- Flexibility
- Constructive approach to challenges
• Strong time management and prioritisation ability
• Can roll with the punches
• Happy to roll sleeves up and get things done
• Ability to delegate, be well organised and decisive

Other details

This is a full-time role. While we encourage flexible working for staff, the role would need to spend the majority of hours working from the College’s Manchester Street office in Christchurch. Travel around NZ is however an expected feature of the role.