

## Midwifery First Year of Practice Administrator: Position Description

- Position:** Midwifery First Year of Practice Administrator
- Responsible to:** Chief Executive New Zealand College of Midwives
- Reports to:** Office Manager and Midwifery Advisors
- Position description:** This is a part-time position within the New Zealand College of Midwives. The primary role of this position is to manage and administer the day-to-day activities of the Midwifery First Year of Practice programme.
- Te Whatu Ora (Health New Zealand) requires National Coordination and Programme Administration Services for the Midwifery First Year of Practice Programme and has contracted the New Zealand College of Midwives (College) to provide these services.
- Conditions of employment:** As per individual agreement.

### Person specification:

#### Skills

- Excellent communication skills
- Systems oriented
- Good working knowledge of Microsoft software and confident with computer use
- Organised, and able to work independently and within a team

#### Attributes

- Outgoing, friendly, positive personality with sense of humour
- Creative and innovative thinker
- Excellent communication and interpersonal skills
- Strong organisational skills, including computer skills
- Enjoys responsibility
- Able to work independently and as a collaborative team member
- Maintains confidentiality with integrity
- Reliable and trustworthy
- Culturally safe

#### Functional relationships:

- College Chief Executive
- College MFYP team (Midwifery Advisors, Office Manager, Accountant, Finance administrator)
- Te Whatu Ora midwifery educators
- Schools of Midwifery
- Midwifery Council

## **1. Provide day to day programme management and administration**

- a. Ensuring mentor eligibility and accessibility to the graduate midwives.
- b. Providing admin support, as required, to graduate and mentor midwives participating in the Programme.
- c. Ensuring all required documentation\records of mentor/graduate midwife are maintained.
- d. Monitor graduate and mentors attendance at the Programme's compulsory requirements.
- e. Regular reporting and feeding back to the College's MFYP team and/or other meetings as requested by the Chief Executive.
- f. In collaboration with the MFYP team provide support and information to Australian educated graduate midwives wishing to practice in New Zealand in their first year.

## **2. MFYP Programme administration**

- a. Liaise with the MFYP team to ensure graduate progress through the programme is recorded and up to date.
- b. Ensure the administration of all MFYP workshops are efficient and effective including booking venues, catering and any additional requirements.
- c. Managing and booking any travel requirements for participants.
- d. Preparing the required reports and documentation for the MFYP programme with the MFYP team as per the Specification and ensuring all reports are sent to Te Whatu Ora and the Midwifery Council of NZ in a timely manner.
- e. Working with the MFYP team to maintain the programmes quality improvement processes. Quality improvement incorporates regular feedback from mentor and graduate midwives and key stakeholders as appropriate.
- f. Using all reasonable endeavours to ensure that all programme participants complete the required programme components and reporting.
- g. Ensure appropriate administration support staff have the necessary information in a timely manner and that all information is accurate.
- h. Work with the MFYP and communications team to maintain the MFYP sections of the College website.
- i. Manage and maintain the MFYP Information Booklet and certificates annually with the MFYP team.

### **3. Database administration and development**

- a. Managing and maintaining the MFYP database. Liaise with the Office Manager in relation to software changes.
- b. Work closely with MFYP Midwifery Advisors and Office Manager to provide input into ongoing development of MFYP IT database and systems.

### **4. Provide oversight for the MFYP Programme financial management**

- a. Working with the MFYP team to ensure accountabilities for the disbursement of programme funding from Te Whatu Ora to participants.
- b. Maintain records centrally for audit.
- c. Ensure the administering of invoices and payments of the Australian educated graduate participants are made and received in a timely a manner.
- d. Work with the College Chief Executive and Midwifery Advisors to ensure contract negotiations with Te Whatu Ora are informed and effective.

### **5. Maintain effective interpersonal relationships and communication**

- a. Develop and maintain respectful collegial relationships.
- b. Keep confidential information confidential.
- c. Communication is clear, concise and effective, telephone manner appropriate.
- d. Ability to work independently and in a proactive manner.
- e. Plan, organise and manage own workload to ensure reporting is achieved in a timely and accurate manner.
- f. Problems in communication are identified and addressed.
- g. Assistance is sought when problems in communication cannot be resolved.
- h. Is aware of the needs of College staff and members and to act courteously at all times.
- i. Staff meetings are attended as required.

### **6. Further development of skills as appropriate to the position description:**

- a. Ongoing work related professional development education opportunities are accessed as needed.

### **7. Other**

- a. Carries out any other activity as may be requested by the Chief Executive or her delegate.