

COMMISSION OF INQUIRY NO. 1 OF 2005
MEDICAL BOARD OF QUEENSLAND

This is the annexure marked "**MDG-1**" mentioned and referred to in the Statement of **MICHAEL STEVEN DEMY-GEROE** dated this 17th day of May 2005.



OFFICE OF HEALTH PRACTITIONER REGISTRATION BOARDS

POSITION DESCRIPTION

1. **Position No:** Various
Position Title: Deputy Registrar
Office of Health Practitioner Registration Boards
Location: Level 19, Forestry House, Brisbane
Classification: AO7
2. **Reports to:** Executive Officer
3. **Date of Review:** May 2002
4. **Purpose of Position**
 - 4.1 To lead, co-ordinate and manage a client focussed organisational unit providing administrative and operational support, including disciplinary processes, to the assigned Health Practitioner Registration Boards
 - 4.2 To provide advice on, and participate in review and implementation of, legislation, policies and procedures.
 - 4.3 Participate as a member of the Senior Management Team of the Office of Health Practitioner Registration Boards in strategic and operational planning, reporting processes and financial management.
5. **Organisational Environment and Reporting Relationships**
 - 5.1 **Role of the Organisational Unit:**

The Office of Health Practitioner Registration Boards is an independent public service agency established under the *Health Practitioner Registration Boards (Administration) Act 1999*. The Office provides administrative and operational support to thirteen Health Practitioner Registration Boards under service agreements. The Boards are bodies corporate whose principal function is the registration of suitably qualified health practitioners and to ensure safe and competent health service delivery to the public.

Each Board is responsible to the Minister for Health in all matters relating to the administration of the health practitioner registration Acts relating to its profession, subordinate legislation, and other statutory enactments insofar as they are concerned with investigation of complaints and the disciplinary and health systems for practitioners.

The Office of Health Practitioner Registration Boards is located at Level 19, Forestry House, 160 Mary Street, Brisbane.

5.2 Supervises:

Directly - Assistant Registrars (1-4 positions)
Indirectly - a team of up to 8 administrative staff

5.3 Indirect Relationships:

Nil

5.4 Organisational Chart:

An organisational chart is attached.

6. Primary Duties

- 6.1** Lead, develop, co-ordinate and manage a client focussed, accountable organisational unit balancing client expectations with statutory requirements, corporate directions and a changing business environment.
- 6.2** Provide high level advice and interpretive counsel to others, in relation to legislative, strategic, organisational and operational matters of the Office and the assigned Health Practitioner Registration Boards.
- 6.3** Initiate, develop, implement and review policies, practices and procedures and undertake quality assurance activities to ensure that administrative and operational services provided are of the highest quality and support operational and statutory requirements and standards.
- 6.4** Prepare complex and sensitive correspondence and reports including written briefings and responses to ministerial and ombudsman enquiries.
- 6.5** Compile and advise on content of Annual Reports, Statements of Affairs and Quarterly Service Agreement Reports in accordance with legislative and organisational requirements.
- 6.6** Participate in the financial management of the assigned Boards and the Office through:
 - \$ development and monitoring of budgets
 - \$ authorisation of expenditure
 - \$ membership of the Office's Financial Management Committee

- 6.7** Assist the Executive Officer by providing advice and undertaking special project work, research, analysis and investigations.
- 6.8** Supervise and manage staff in line with quality human resource management practices with particular reference to employment equity, anti-discrimination, occupational health and safety, and ethical behaviour.

7. Primary delegations and accountabilities

In accordance with the Office's Human Resource Delegation Manual and Financial Delegation Manual.

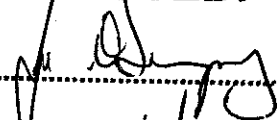
8. Selection criteria

Your application for this position must specifically address each of the selection criteria listed below. It should also contain the names and telephone numbers of at least two referees, one preferably your current supervisor, who may be contacted with respect to your application. Shortlisting and selection will be based upon these selection criteria.

- SC1** Demonstrated ability to provide authoritative advice to senior management and health practitioners particularly in relation to legislative and procedural requirements for registration and the interpretation and implementation of legislation.
- SC2** Proven strategic leadership and management skills required to achieve desired outcomes in a diverse organisation experiencing continuous change.
- SC3** Demonstrated ability to communicate, consult and negotiate effectively with a wide range of clients including senior managers and professionals.
- SC4** Demonstrated ability to analyse and evaluate processes and develop and implement operational enhancements to improve services to clients.
- SC5** Demonstrated ability to develop, review and implement written policies in accordance with legislation in order to achieve organisational goals.
- SC6** Demonstrated ability to prioritise workload demands to meet deadlines and commitments.
- SC7** Demonstrated ability to supervise and manage staff in line with quality human resource management practices including employment equity, anti-discrimination, occupational health and safety and ethical behaviour and demonstrated commitment to their implementation.

9. Additional Factors

Attendance at after hours Board and Committee meetings is a requirement of this position.

APPROVED:

DATE: 13/5/02