

## JOB DESCRIPTION

### Prescription and Monitoring Panelist (Contractor)

**Reports to:** Deputy Registrar, Education

**Location:** Remote with some travel required

***He ara pukenga, he ara tauwhiro, hei whakamana mata waka***  
***The many pathways of knowledge, the many pathways of social work,***  
***upholding the dignity of all***

### Our purpose

Te Kāhui Whakamana Tauwhiro (the Social Workers Registration Board) is the regulatory authority responsible for the registration of social workers. We are a Crown Entity and the Government's Lead Agency for social worker workforce planning.

The primary function of Te Kāhui Whakamana Tauwhiro is to protect the safety of members of the public by ensuring that social workers are competent, fit to practise, and accountable for the way in which they practise. A further purpose is to enhance the professionalism of social workers.

### Obligations of Board in relation to Māori

The Board reaffirms our commitment as a Tiriti o Waitangi partner by improving services and outcomes for Māori, strengthening the Crown's relationships with Māori, and developing our own Māori capability.

### Our values

**Matatika:** To do what is right and just, ethical, fair, equitable, honest, unbiased, impartial, moral, trustworthy

**Manaaki:** To look after the dignity of others, to support, to tend, to take care of, protect, look out for, show respect, generosity, and kindness towards others

**Mahitahi:** To work together as one, collaborate, cooperate, co-design, connect, interact, reciprocate, discuss, debate, work in unity with teamwork and synergy

**Māia:** To be bold, brave, capable, confident, courageous, demonstrating endurance, strength, and resilience

### Purpose of the role

The prescription and monitoring panelist (the panelist) participates in the assessment of social work education programmes seeking to become or continue as prescribed programmes under the Social Workers Registration Act 2003. The role includes reviewing documents supplied by the Tertiary Education Organisation (TEO) and may require travel for site visits.

## Key accountabilities and deliverables

### Prescription and Monitoring Panel activities

- Attend full panel training
- Review all documentation provided electronically to assess for compliance with the SWRB Education Standards
- Participate in online panel meetings pre and post site visits
- When required, participate in site visit/s with the panel lead and other panel members
- Follow the intent of the Prescription and Monitoring Framework

### Systems and processes

- Look for and suggest opportunities for process improvement to the panel lead
- Use provided SWRB template/s to document findings
- Supply completed documentation to panel lead within specified timeframe.
- Promptly declare any conflicts of interest (actual or perceived)
- Accurately record hours spent on panel activities and invoice the SWRB showing a breakdown of time spent on each activity

### Being part of a prescription and monitoring panel

- Actively and positively participate as a member of the panel
- Demonstrate a commitment to Te Tiriti o Waitangi
- Demonstrate the SWRB values in all interactions with panel members and TEO representatives and stakeholders
- Maintain confidentiality and impartiality
- Follow the direction of the panel lead
- Be aware of the time allocated to each discussion session and contribute while allowing space for others to speak
- Requests for further information must be directed to the panel lead who manages communication with the TEO
- If unable to attend or engage in a panel as agreed due to illness or emergency, the panelist must inform the panel lead as soon as possible
- Remain curious, think critically and be open to innovation

## **Essential skills and experience**

Prescription and monitoring panels require expertise across several specific areas. No one panelist is expected to cover every area but must have expertise in one or more of the following areas:

- Te Ao Māori
- Social work education (registration and current practising certificate required)
- Regulatory
- Evaluative assessment and monitoring
- Social work practice (non-academic)

## **Desirable skills and experience**

- Non-social work academic
- Employer of social workers
- Field work placement provider for social work students
- Recent social work graduate (less than five years since qualification)
- Tertiary education administration