

He ara pukenga, he ara tauwhiro, hei whakamana mātā waka

*The many pathways of knowledge, the many pathways of social work,
upholding the dignity of all*

Come work with us

- We welcome your experiences to strengthen and support the pou of our whare.
- We embrace diversity and inclusiveness, are passionate about our mahi, and value work-life balance.
- We are small with a supportive culture that values each individual's strengths while providing opportunities to grow personally and professionally.

A taste of what we do

- We are 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.
- Our purpose is to protect the safety of the public by ensuring that social workers are competent, fit to practise, and accountable for the way in which they practise. We also enhance social workers's professional practice and provide insight into the opportunities and challenges facing the social worker workforce.

Our obligations in relation to Māori

- As the SWRB, we recognise the Crown-Māori commitment as Te Tiriti O Waitangi partners and are committed to improving services and outcomes for Māori, strengthening the Crown's relationship with Māori, and developing our 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

Professional Advisor Social Work | Position Description

You are an experienced social work practitioner with knowledge of regulatory obligations, that will enable you to provide social work advice across the Social Workers Registration Board (SWRB) | Kāhui Whakamana Tauwhiro. You will need to develop your understanding of providing advice in a regulated environment at the SWRB. You enhance team and organisational performance by engaging well with others, working at pace, bringing fresh ideas about how work is done, and taking on greater responsibility as your knowledge grows.

Aronga mahi | Work focus

Reporting Line	You will report to the Lead Professional Advisor Social Work
Direct Reports Accountability	Nil
Financial Accountability	Nil
Salary Band	\$110,000 - \$120,000

Te whāinga me te putanga | Purpose and Outcome

Your role:

- provides social work advice across regulation, Crown accountabilities, workforce planning and all other SWRB activities as requested.
- supports the distribution of information and advice relating to regulatory responsibilities of social workers
- provides social work practice advice to support the regulatory functions including registration, applications, and investigating complaints and compliance breaches.
- supports the relationships with our education partners including providing advice on education standards, social work, and competence assessments.

Te horopaki me ngā kawenga | Context and responsibilities

Working alongside your colleagues and across all parts of the SWRB you will ensure that social work professional practice advice is provided in the following areas:

Regulatory compliance

- Support the registration team with social work advice for fit & proper concerns, the Experience Pathway, the Overseas Pathway, and other registration pathways as required.
- Support SWRB staff with registration applicants as requested.
- Provide social work input into the management and processing of notifications including complaints, conduct, health, and competence.
- Assist with the management of competence assessments as required.

Provision of professional Social Work practice advice and leadership

- Provide analysis and policy insight on regulatory/social work issues and how this can be reflected in the work of the SWRB.
- Work in collaboration with SWRB external Kaiarotake (assessors), as required.
- Keep up to date with relevant research and analysis that relates to the regulation of social work as it impacts this mahi.

Sector engagement

- Provide advice to the SWRB on how to engage effectively with social workers on social work regulation.

Systems and processes

- Actively seek out opportunities to improve efficiency and quality control in processes, procedures and documentation used throughout the registration and certification process.
- Work to improve and maintain data collection and reporting.

Risk Management

- Identify any organisational risks and take actions to minimise their impact.
- Effectively manage risks and escalate risks and propose appropriate mitigation where necessary.
- Keep managers informed of any risks and/or issues that may impact on the SWRB's ability to meet its obligations.

Health & Safety

- Lead by example, creating and reinforcing the focus on a culture of health and safety.
- Comply with, and support, all health & safety and wellbeing policies, guidelines, and initiatives.
- Ensure your own wellness, health and safety within the workplace, as well as that of colleagues.
- Ensure all workplace incidents, injuries and near misses are reported into our Health and Safety reporting log.

Ngā hononga | Relationships

You will work across all parts SWRB as an active and positive member of the team, maintaining strong respectful relationships with colleagues within the SWRB, and work in a collegial and integrated way, to provide timely, high-quality advice and services.

Ngā wheako me ngā tohu mātauranga | Experience & qualifications

In addition to the skill requirements outlined at the end of the position description the following experience and qualifications are specifically required for this position:

- Fully Registered Social Worker with leader eligible to hold a Practising Certificate.
- Substantive practice experience.
- Working knowledge of the SWRB Core Competence Standards and the SWRB Code of Conduct.
- A strong understanding of mātauranga Māori, kaupapa Māori, te reo me ona tikanga and kaupapa Māori social work practice.
- In-depth knowledge of social work theory and practice including kaupapa Māori practice models.
- Experience of working within a Crown/Government context.
- Knowledge of or experience in working with or for a regulator.

Te tū angitu i roto i tēnei tūranga | Being successful in this role

You can manage a significant volume of routine work, and because it is second nature to you, you work at pace. Your detailed knowledge of social work professional practice is solid, your advice is sound, and you can confidently draw on previous experiences to progress work scenarios in a regulatory environment. You seek opportunities to learn new things and successfully deliver work which may be ambiguous, unfamiliar and a stretch.

Te āhua whaiaro | Personal character

- Honest & open Willing to be open and confident to share thoughts; sees the benefit in raising what may be perceived as difficult conversations
- Curious Show curiosity, flexibility, and openness in the way you approach your work
- Self-aware & agile Be aware of your strengths and weaknesses, looking for ways to improve skills and adapt approach; adapt well in a changing environment
- Resilient Show composure, grit, and a sense of perspective when the going gets tough

Ngā pūkenga – me matatau koe ki ēnei mea | Skills—what you must do well

- Strong written and verbal communication skills, including report writing.
- Demonstrate an in-depth knowledge of social work theory and practice including kaupapa Māori practice models and apply this to your mahi.
- Excellent organisational and administrative skills.
- Experienced in facilitation and coordination of hui and groups.
- Pro-actively build and maintain effective working relationships.
- Apply analytical ‘know-how.’
- Develop plans to implement pieces of work to a successful conclusion.
- Use your judgement to prioritise work, think ahead and manage time effectively.
- Be a self-starter who can operate independently as well as collaboratively.

Ngā āheinga me ngā kawatau | Capabilities and expectations

We recruit to develop a diverse workforce that reflects New Zealand communities. Regardless of your area of focus, knowledge and background, the underlying skills, and capabilities you bring to SWRB at this level are comparable with others at the same level in the organisation.

We focus on four key capability areas. Below we’ve summarised what we expect from you, so that you contribute to Kāhui Whakamana Tauwhiro direction, stewardship, talent development and achievements. It’s not an exhaustive list.

1. Te Whakahaere o te Tuku / Delivery Management

We want you to do things like this:

- Can be relied upon to consistently deliver routine work accurately, and independently.
- Understand the context of your work within the wider organisation.
- Works with He Arapaki – the SWRB Māori Development strategy and action plan, to help shape and inform work programme and priorities.
- Confidently lead work, where you have greatest depth of knowledge, to a successful conclusion. Know when to ask questions or seek clarification.
- With support, successfully navigate through work that has some degree of ambiguity or requires problem resolution.
- Contribute to the wider team effort using your knowledge of process and risk to provide sound advice.
- Manage your workload and work-life balance, being flexible in your approach as you juggle priorities and competing demands for yourself and others.

2. *Te Whakahaere ā Parapara / Talent Management*

We want you to do things like this:

- Participate constructively in SWRB staff development programmes.
- Take responsibility for identifying 'stretch' goals and for meeting agreed delivery and development commitments reflecting Kāhui Whakamana Tauwhiro values.
- Build confidence and capability in te reo, tikanga and te Tiriti O Waitangi. Explore opportunities to practice with others in a safe, open environment.
- Develop and improve your own performance standards, and work collaboratively with others to improve team performance.
- Contribute to a positive organisational culture, demonstrating our values and behaviours and encouraging flexible ways of working.
- Take every opportunity to learn and be ready to learn from others.
- Be ready to adapt and take the initiative, stepping in if you see help is needed beyond your own area of work.

3. *Te Mana o te Tikanga / Systems Leadership*

We want you to do things like this:

- Understand how the SWRB is engaging with our Tiriti partners and why this is important. Work with others to apply this to your work.
- Build and maintain connections with key people across the organisation and build awareness of external networks.
- See how your work connects with and supports the wider organisation.
- Think about work from a system perspective. Initiate critique, discussion, and generation of ideas about how work could be enhanced.
- Present work to broad internal audiences, framing a position clearly, understanding the user's perspective, and capturing feedback.
- Keep up with latest practices and developments in your field of work—use them, share them, and suggest adopting those that could improve the way we do things.

4. *Mana Rautaki / Strategic Leadership*

We want you to do things like this:

- Understand the strategic context for your work, the team's work, and more broadly across the organisation.
- Participate constructively in discussions about the team's plan in relation to the SWRB's direction.
- Be able to discuss credibly with internal audiences how your work is connected to the strategic direction.
- Understand how the evolving Māori–Crown relationship and the Crown's Te Tiriti O Waitangi obligations inform and shape your advice.
- Contribute to the discussion about how we position ourselves to as a regulator with the social work sector.