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| **POSITION** | Other Member |
| **REPORTS TO** | Registrar of the Social Workers Registration Board |
| **FUNCTIONAL RELATIONSHIPS** | Hearing Officer  SWRB staff  Parties/Representatives  Other Tribunal members |
| **JOB PURPOSE** | To contribute to the Tribunal’s statutory role in relation to adjudicating complaint and disciplinary matters. |
| **LIMITATIONS ON AUTHORITY** | The position is subject to the non-disclosure agreement relating to confidential information.  You are to act within the statutory limitations relating to the operation of Tribunals. |

### The Tribunal

The Social Workers Complaints and Disciplinary Tribunal (the Tribunal) is a legislative entity established under section 114 of the Social Workers Registration Act 2003 (the Act). The Tribunal is made up of at least 8 members as prescribed by section 116 of the Act.

### Appointment

The position of Other Member is appointed by the Social Workers Registration Board (the Board) for a term of up to 5 years. It is anticipated that the Role of Other Member will be filled by registered social workers holding a current annual practicing certificate.

### Function

The Tribunal’s functions are set out in section 115 of the Act, and these functions are:

* To administer the complaints process concerning registered social workers established by the Act;
* To exercise the disciplinary powers over registered social workers conferred by the Act; and
* Any other functions conferred or imposed on it by or under the Act or any other enactment.

### Collective Duties of the Tribunal

* The Tribunal, as a judicial entity, must ensure that the Tribunal acts in a manner which is consistent with its objectives and functions.
* The Tribunal must carry out its functions efficiently and effectively within the constraints of the Act and the principles of natural justice.

### Individual Duties of Tribunal Members

* All members must not contravene, or cause the contravention of, or agree to the Tribunal contravening the Act or any other statutory obligations the Tribunal may have.
* All members must act with honesty and integrity.
* All members must act on good faith and must not pursue his or her own interests at the expense of the Tribunal’s interests and obligations.
* All members must, when acting as a panel member, exercise the care, diligence and skill that a reasonable person would exercise in the same circumstances, taking into account the nature of the Tribunal, the matters before it, the position of the member, and the nature of the responsibilities undertaken by him or her.
* All members who have obtained information in his or her capacity as a member that would not otherwise be available to him or her must not disclose that information to any person, or make use of or act on, that information, except:
  + In the performance of the member’s obligations to the Tribunal;
  + As required by law;
  + In complying with the requirements of members to disclose conflicts of interest;
  + The member is authorised to do so by the board;
  + The disclosure, use, or act in question will not, or is unlikely to, prejudice the Tribunal or any persons or matters before it.

### Specific Functions of the Other Member

The Other Member is required to provide the following specific functions:

* Bring the view of a reasonable social worker to Tribunal discussions;
* Assist in drafting decisions on behalf of the Tribunal as is permitted by statutory limitation.

### Qualifications

A Social Work degree is desirable.

### Knowledge, Skills and Experience

* Knowledge and experience of matters likely to come before the Tribunal;
* Effective leadership skills;
* Effective time management;
* A knowledge of New Zealand Legal Systems;
* Understanding of, and a commitment to, the status of Maori as tangata whenua, and established networks with iwi, hapu and Maori organisations;
* Effective relationship management skills.

### Personal Skills/Characteristics

* Actively demonstrates, promotes and models desired organisational behaviours and values;
* Inclusive approach to group discussions and decision making;
* Possesses strong written and verbal communication skills;
* Good delegation skills;
* Excellent organisational skills;
* Sufficient time to commit to the additional responsibility of the role and ability to be flexible with time;
* Confident in communicating with a range of people from across society;
* Excellent at maintaining and managing professional relationships with a range of people.

### Workload

Members are required to make themselves available to hear and consider at least half of the hearings he or she is asked to preside over. It is accepted that members will not always be able to attend hearings, but a minimum commitment to the Tribunal is expected.

Members will be required to review all material provided to them before each hearing, attend the hearing, and then assist in drafting and/or review of the relevant decisions.