

Title	Smokefree Environments and Regulated Products Act Enforcement Officer		
Reports To	Compliance and Health Protection Team Lead		
Location	TBD (Regional based)		
Business Group	National Public Health Service		
People	Direct Reports: 0	Indirect Reports: 0	
Budget	Opex:0	Capex:0	
Delegated Authority	HR:0	Finance:0	
Job Band	As per PSA Allied Health MECA	Tier	
About the Role	<p>The primary purpose of the role is to enable the delivery of the NPHS strategic agenda for Pae Ora (Healthy Futures) with compliance activities related to Smokefree Environments and Regulated Products Act 1990, through:</p> <ul style="list-style-type: none"> • Monitoring of targeted and evidence based regional compliance activity • Nationally consistent and effective systems and processes for regional delivery and reporting of compliance activity including development of national standards of practice 		
Organisational Impact	<p>The primary purpose of the role is to contribute compliance and enforcement activities relating to the Smokefree Environments and Regulated Products Act (SERPA) 1990. Activities will be carried out in a way that contributes to Pae Ora (Healthy Futures) and the Smokefree Aotearoa Smokefree 2025 Action Plan by ensuring that retailers follow appropriate legislation.</p>		
Key Result Areas	Expected Outcomes		
<i>Delivery of requirements for SERPA 1990 Officers</i>	<ul style="list-style-type: none"> • Be designated as a Smokefree Environments and Regulated Products Act Officer • Perform activities relating to Smokefree Environments and Regulated Products Act 1990 including: <ul style="list-style-type: none"> ○ Investigate complaints, and follow up as appropriate ○ Undertake Control Purchase Operations, associated tasks and other compliance activities ○ Follow the Manatu Hauora Smokefree Compliance and Enforcement Manual and recognised protocols and procedures including preparation of prosecution files and associated activities 		

	<ul style="list-style-type: none"> ○ Respond to requests from external stakeholders for advice and information provision
	<ul style="list-style-type: none"> • Report on activities in relation to Smokefree Environments and Regulated Products Act 1990 key performance indicators
	<ul style="list-style-type: none"> • Contribute to local, regional and national agreed key performance indicators

Key Result Areas	Expected Outcomes
Achieving equity for Pae Ora	<ul style="list-style-type: none"> • Works collaboratively with other business units and across sectors, to collectively contribute to the strategic health outcomes outlined in the Pae Ora (Healthy Futures) Act 2022¹, and the Te Pae Tata the NZ Health Plan. • Directorate that impact on iwi and Māori communities and the eight Pacific nations' communities, addresses intersectional inequities and equity as both a population health concerns and a Tiriti right for Māori
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Advocate and challenge to ensure all work reflects our te Tiriti o Waitangi obligations • Champion the Article II rights of iwi and Māori communities to maintain tino rangatira & progress their mana motuhake in the work programme of the NPHS • Ensure a focus on equity for Māori as a right under Article III in the work programme • Contribute to developing a Tiriti dynamic Directorate & make a positive contribution enhancing the Tiriti literacy of the workforce
Technical Advice	<ul style="list-style-type: none"> • Provides technical advice, in a range of formats for a range of audiences, to inform decision-making • Take a systems view of the work responsible for, to understand the broad connections and impact of the work being undertaken, and draws on data, insights and critical thinking to make sound decisions and recommendations. This may involve navigating complexity and ambiguity to delivery technical outcomes • Provides operational policy development as required, and may establish standards (with supporting tools) in areas of expertise • May coordinate regional activity, processes, standards and timelines to support project delivery or input into the development of advice being provided • May be expected to write high quality OIA responses for the Group

¹ The explicit purpose of Act is to: protect, promote, and improve the health of all New Zealanders; achieve equity in health outcomes among New Zealand's population groups, including by striving to eliminate health disparities, in particularly for Māori; and build towards pae ora (healthy futures) for all New Zealanders.

	<ul style="list-style-type: none"> • May represent the team in meetings and working groups, and contribute expertise on matters of machinery of government to work across Health New Zealand Te Whatu Ora • Contributes to the development and continuous improvement of processes, tools and frameworks within the team. This may include active monitoring of an area to identify barriers and opportunities for improvement • Continuously develops and improves own technical expertise in line with relevant industry/sector trends
Project Leadership and Support	<ul style="list-style-type: none"> • Contributes to the delivery of the Group's work plan, influencing outcomes and helping to manage risks and pressures • May lead or support the development of a strategy, plan/project, roadmap in areas of expertise, including identifying required funding and resources to implement • Supports others to ensure work is well-planned, using planning tools and methods that include strategic and tactical approaches to achieve results through high quality advice. This may include responsibility for coordinating and maintaining regular monitoring and reporting requirements • Supports Health New Zealand Te Whatu Ora-wide/sector-wide and Group approaches to ensure alignment of key work programmes
Mentorship	<ul style="list-style-type: none"> • Enhances the capability of the team through provision of coaching, mentoring and quality improvement advice as they carry out their work • Champion an inclusive, diverse and safe workplace where people thrive
Collaborative relationships and networks	<ul style="list-style-type: none"> • Builds collaborative and highly effective networks of influence with staff across Health New Zealand Te Whatu Ora and with stakeholders, building trust and confidence • Maintains awareness of work happening across Health New Zealand Te Whatu Ora and support joined-up organisational positions on operational and policy issues, particularly with contentious and complex issues, to drive sustainable performance outcomes • Works proactively with iwi and Māori communities and with the Samoan, Cook Islands Māori, Tongan, Niuean, Fijian, Tokelauan, Tuvaluan and Kiribati communities in Aotearoa NZ, and works to meet the obligations of the special relationship under Te Tiriti o Waitangi.

Key Relationships

- Manatu Hauora Regulated Products Team
- Manatu Hauora Enforcement Team
- Hauora Māori Service
- Regional Public Health Services Kaimahi
- Smokefree Enforcement Officers
- National Public Health Service teams

Essential Requirements

Experience

- Relevant experience in a Regulator/compliance Sector, specific to the job and work demands, acquired over time
- Subject matter expertise in Regulatory approaches and/or Smokefree and Regulated Products legislation.
- Experience in an advisory role, applying critical thinking and using sound judgement to develop options and provide advice
- Some leadership experience, that may include having designed and managed a project

Knowledge, Skills, and Attributes

- Understanding of, and commitment to, the specific relationship under te Tiriti o Waitangi, and Health NZ's role in improving outcomes for iwi and Māori communities. Experience in an advisory role, applying critical thinking and using sound judgement to develop options and provide advice.
- Understanding and experience working in partnership with Pacific communities.
- Strong analytical skills combined with an ability to quickly assimilate new information, and to write and talk about complex issues clearly and concisely with a range of audiences.
- Is approachable with a collegial attitude and desire to work with others to achieve results and share knowledge and expertise to support the growth of the team.
- Demonstrates a drive to deliver and take personal responsibility – has organising, planning and time management skills so able to multitask, reprioritise and react to issues that arise whilst keeping calm and professional in demanding situations.
- Demonstrates an ability to build constructive and effective relationships with stakeholders to build a sound understanding of their operational environment and context.
- Health sector and/or government experience and knowledge of government structures and processes is beneficial.

Education

- A relevant tertiary qualification, or equivalent experience (e.g. Law, Health, Public Administration, Compliance)

Registrations and Certificates	Nil
Selection criteria	
<i>(Critical knowledge, skills, and attributes, including specific cultural and/or language requirements)</i>	<ul style="list-style-type: none"> • Subject matter expertise in Regulatory approaches and/or Smokefree and Regulated Products legislation. • An ability to build relationships and work collaboratively with other Agencies and Public Health teams • Capable of co-ordinating and leading projects • Good writing and analytical problem-solving skills
<i>Essential qualifications, certifications and/or professional registrations required</i>	<ul style="list-style-type: none"> • A relevant tertiary qualification, or equivalent experience (e.g. Law, Health, Public Administration, Compliance)