

PHARMAC

Pharmaceutical Management Agency

PTAC Secretary / Assistant to Medical Director

PHARMAC is a Crown entity recognised for its dynamic management of prescription medicine subsidies. Our objective is to secure for eligible people in need of pharmaceuticals, the best health outcomes that are reasonably achievable from pharmaceutical treatment and from within the amount of funding provided to us by government.

PTAC (the Pharmacology and Therapeutics Advisory Committee) is currently made up of ten vocationally registered senior medical practitioners with expertise in clinical pharmacology, internal medicine, general practice, paediatrics and psychiatry. The primary purpose of PTAC is to provide PHARMAC with objective advice on pharmaceuticals and their benefits.

Reporting to the Medical Director, the PTAC Secretary/PA to the Medical Director, based in Wellington, will have a challenging and rewarding role. This position is full time, with some flexibility in hours required based on the timing of meetings and general workload. The workload split will be around 50:50 PTAC and PA work. This position is offered as fixed term for up to one year as the incumbent is going on parental leave. We will also consider applications for the part-time PTAC Secretary role only (20-25 hours per week), and secondments from other parts of the health sector are encouraged.

To thrive in this role you will have most or all of the following skills and experience:

- The ability to manage a relevant professional type of committee;
- Ease and experience working with senior managers or clinicians;
- A relevant tertiary qualification and or commensurate experience working in the health sector;
- Proven oral and written communication skills (including editing) and comfort with medical / technical language;
- A passion for supporting and creating workable processes;
- Strong self management, organisational and administrative skills;

As well as supporting PTAC members and the Medical Director in their work, there will also be projects as required, for example to review PHARMAC and PTAC's processes and documents. Project work is allocated based on individual background and experience.

If you are interested in being part of a world-class team working on behalf of New Zealand's health system and tax-payers, please send your resume by Wednesday 6 October 2004 to Stuart Bruce, Manager, Corporate, and External Relations, PHARMAC. PO Box 10 254, Wellington. Ph: 04 460 4990; Fax: 04 460 4995
Email: stuart.bruce@pharmac.govt.nz

PHARMAC is committed to Equal Employment Opportunities