



Position title: Pharmacology and Therapeutics Advisory Committee Chairperson (PTAC Chair)

Relationship holders: Director Advice and Assessment/Chief Medical Officer and Manager Expert Advisory, Pharmac

Purpose of the position | Te pūtake o te tūranga

It is our people who help Pharmac | Te Pātaka Whaioranga deliver better health outcomes for all New Zealanders.

The Pharmacology and Therapeutics Advisory Committee (PTAC) is a statutory advisory committee established by the Pharmac Board. Members of PTAC are appointed by the Director-General of Health in consultation with the Pharmac Board.

The primary purpose of PTAC is to provide Pharmac with objective advice on community and hospital pharmaceuticals and their benefits. PTAC is complemented by a number of Specialist Advisory Committees and other Advisory Groups, which provide advice on pharmaceuticals within a specific therapy area. Specialist Advisory Committees are chaired by PTAC Members, and each PTAC Member will sit on or chair two to four Specialist Advisory Committees. Advisory Groups may be chaired by a PTAC Member.

The PTAC Chair is the lead liaison between the members of PTAC and the SACs (through the SAC Chairs) and Pharmac. This includes meeting with Pharmac kaimahi ahead of scheduled quarterly PTAC meetings and attendance as an observer at Pharmac Board meetings.

The PTAC Chair is responsible for upholding the PTAC Terms of Reference and, through the SAC Chairs, the SAC Terms of Reference.

The PTAC Chair is usually appointed for a term of three years. The PTAC Chair can be considered for reappointment for up to four terms, with a total period of service of 12 years on PTAC. This duration includes membership in all capacities.

More details of the roles of PTAC and Specialist Advisory Committees can be found in the [PTAC Terms of Reference](#) and the [Specialist Advisory Committee Terms of Reference](#) (2021) and the PTAC member position description. The PTAC Chair is expected to be familiar with these documents.

Pharmac | Te Pātaka Whaioranga

Pharmac's purpose is to deliver the best health outcomes from New Zealand's investment in medicines and medical devices. As a Crown Entity, Pharmac must give effect to the Government Policy Statement (GPS) on Health 2024-2027 and the Healthy Futures (Pae Ora) Act 2022.

The Healthy Futures Act 2022 requires Pharmac to secure the best health outcomes that are reasonably achievable from pharmaceutical treatment and from within the amount of funding provided.

Pharmac's [strategic direction](#) outlines the organisation's vision and commitment to helping improve the health of everyone in New Zealand: Healthier futures. With you. For you.

Our Values | Ngā uaratanga

Pharmac's values ground behaviour and guide our thinking. [Learn about the meaning of our values.](#)



Pharmac's decision-making framework – the Factors for Consideration

The [Factors for Consideration](#) are the framework Pharmac uses when making funding decisions. The four main areas are outlined below.

- Health Need - considering the impact of the disease, condition or illness on the person, their family or whānau (including the health needs and perspectives of Māori, Pacific peoples, disabled peoples including tāngata whaikaha Māori, and other populations identified by the [Government Policy Statement on Health 2024-2027](#) to have high health need), wider society, and the broader New Zealand health system
- Health Benefit - the potential health gain (or loss) from the medicine or medical device being considered
- Costs and savings - the health-related costs and savings to the person and their family, whānau and to wider society, and the costs and savings to pharmaceutical budget and the wider health system
- Suitability - the non-clinical features of the medicine or medical device that might impact on health outcomes

Key position requirements | Ngā tino mahi o te tūranga

In addition to the responsibilities of all PTAC members (see PTAC member Position Description and PTAC Terms of Reference), the PTAC Chair:

Key accountability**Key responsibility**

Contributes to the operations of PTAC

- assist in the selection of new PTAC members as a member of the recruitment panel or by delegating this as necessary
- help develop newly appointed PTAC members by contributing to induction, mentoring, assigning or directly providing peer support, and providing a review of their performance within the first 12 months
- review PTAC meeting agendas, in consultation with Pharmac's Manager Expert Advisory and Expert Advice Coordinator - PTAC; Pharmac kaimahi will plan and draft the agenda
- attend pre-meetings with Pharmac kaimahi before each scheduled quarterly meeting of PTAC
- chair each PTAC meeting and ensuring that proper process is followed
- encourage PTAC to reach a consensus view on any recommendations made to Pharmac
- ensure that PTAC's advice to Pharmac is fit for purpose, including by liaising with any Pharmac kaimahi present at the meeting
- sign off the final version of the record of each meeting of PTAC and being a lead reviewer of the record during drafting
- determine, in consultation with Pharmac kaimahi, the need for any ad-hoc meetings of PTAC
- ensure there are sufficient attendees at each PTAC meeting to reach a quorum for the duration of the meeting. The quorum for meetings of PTAC is six PTAC members, one of whom must be either the PTAC Chair or the PTAC Deputy Chair
- determine (in consultation with Pharmac's Chief Medical Officer or Manager Expert Advisory) who may attend PTAC meetings as an observer
- help assess and manage all actual and potential conflicts of interest, noting and signing interest declaration forms, and ensuring consideration by the Pharmac Board. This is in addition to PTAC members' obligations to disclose interests. In carrying out these responsibilities, the PTAC Chair should follow procedures consistent with the Standing Permission to Act under Section 68, Crown Entities Act 2004, from the Pharmac Board Chair, dated 27 October 2017¹
- represent the interests and views of PTAC to government officials and departments and to the media, but only after first obtaining the consent of Pharmac's Chief Executive to the act of representation, and having first consulted with Pharmac on the content

¹ Any current Standing Permissions will be provided to the PTAC Chair

- as necessary, review proposed communications by PTAC members related to the activities of PTAC or Pharmac with the media or professional associations, or in public fora, having first obtained the consent of the Pharmac Chief Executive to the act of communication and having first consulted with Pharmac on the content
- delegate, in writing, any of their responsibilities to the Deputy Chair, or to another PTAC member if the Deputy Chair is unavailable, in situations where the PTAC Chair is unable to perform them
- support the PTAC Deputy Chair to undertake the PTAC Chair's responsibilities if the PTAC Chair is unable to undertake these responsibilities (for example, in the event of a conflict of interest for the PTAC Chair) or has delegated them to the PTAC Deputy Chair
- other administrative tasks as required by Pharmac

Contributes to the operations of SACs or other advisory groups

- support SAC Chairs in undertaking their duties
- advise Pharmac on the suitability of appointments of SAC members
- advise Pharmac on appointments of SAC Chairs and Deputy Chairs, who will usually be PTAC members. This includes consideration of the workload and profile of the SAC: SACs with a higher profile and workload (for example the Cancer Treatments SAC) will generally require a Chair who is a more senior PTAC member.
- advise Pharmac on the establishment and/or dissolution of SACs or other advisory groups
- sit on or chair two to three SACs or other advisory groups.

Supports Pharmac's operations

- attend meetings of Pharmac's Board as an observer and reporting back to PTAC members on the discussion. At the invitation of the Board Chair, the PTAC Chair may participate in discussion, including providing advice and the perspective of PTAC.
 - consider, in consultation with Pharmac kaimahi, the process to be followed in relation to a funding proposal, including those generated by Pharmac
 - liaise with Pharmac in regard to the resources to be allocated to PTAC and its members
 - provide advice to Pharmac kaimahi on the content of relevant external communications
 - provide advice to Pharmac kaimahi in relation to expert advice and pharmaceutical assessment process improvement initiatives
 - engage with Pharmac kaimahi in relation to other Pharmac advisory committees, such as the [Community and Patient Advisory Committee](#) (CPAC) and their potential interaction with PTAC and its advice.
-

Personal attributes	PTAC Chair must conduct themselves in accordance with the PTAC Terms of Reference and Advisor Code of Conduct at all times. As the PTAC Chair, we expect the Chair to: • Act with integrity • Be guided by Pharmac values • Be ethical and professional • Respond flexibly to changing circumstances • Achieve results through efficient use of resources • Consider the broader context to develop practical solutions.
Engagement and Communication	• Lead and facilitate effective discussions with PTAC Members, Pharmac staff and stakeholders • Comply with the Health Quality and Safety Commission NZ code of expectations when engaging with consumers and whānau • Ensure a high degree of professionalism is used at all times when interacting with PTAC Members, Pharmac staff, and stakeholders, and that integrity and appropriate communication tools are used • Display Pharmac values to influence others with a fair and considered approach • Actively listen and create opportunities for others to contribute to discussion • Adjust communication style and approach to meet the needs of PTAC Members to optimise discussions and outcomes
Diversity, equity and inclusion	• Demonstrate a commitment to understand and support initiatives including, but not limited to, addressing bias and improving diversity and inclusion • Be responsive to diverse experiences, perspectives, values and beliefs by listening to others' individual viewpoints • Champion an inclusive, diverse, and safe workplace where PTAC Members and Pharmac staff can thrive.
Self-leadership	• Maintain professional registration with relevant clinical body and comply with annual declaration requirements to hold an annual practising certificate (where appropriate) • Actively engage in personal professional development activities and seek and respond to regular feedback • Utilise the PTAC Member Conference and Travel Allowance funding to support personal development related to pharmaceuticals and health technology assessment education.
Health & Safety at work	• Take reasonable care of your own health and safety and ensure that your actions don't cause harm to you or others • Comply with any reasonable instructions, policies or procedures on how to work in a safe and healthy way • Report any health and safety hazards to Pharmac staff and, if possible, take immediate action to minimise harm. • Lead and support other members to act in full compliance with health and safety policies and procedures.
Remuneration and claims	• The Chair is remunerated for their time (meeting attendance, preparatory work, or in relation to ad hoc clinical advice requests) as per the fees set according to the Cabinet Fees Framework. Travel-related expenses to attend meetings are paid for by Pharmac.

	• Members are expected to submit expense claims, with receipts for any additional expenses, in a timely way. • Comply with the Pharmac Board and Committee travel policy settings as outlined in the Pharmac Board Governance Manual
Disclosures	• Declare all actual, potential or perceived conflicts of interest • Ensure declared interests are current and accurately recorded through advisory committee processes, as outlined in the Terms of Reference

Key relationships | Ngā tino hononga

The PTAC Chair position requires effective relationship management and expected key relationships are with:

- Pharmac's Board
- Pharmac's Director Advice and Assessment/Chief Medical Officer, Chief Executive and other members of Pharmac's Senior Leadership Team
- Manager Expert Advisory, Expert Advice Team Leader, Clinical Leads and Expert Advice Coordinator - PTAC
- other Pharmac kaimahi
- PTAC Deputy Chair
- PTAC members
- Chairs of other Pharmac advisory committees, including Specialist Advisory Committees, other Advisory Groups and the Community and Patient Advisory Committee.

Ideal person specification | Ngā pūkenga e hiahiatia ana

PTAC Chair should be registered with their relevant professional body, preferably be in active clinical practice, and should ideally have:

- relevant chairing and committee expertise within the health sector
- strong communication and relationship management skills
- strong standing amongst clinical peers and health leadership
- excellent evidence assessment/critical appraisal skills
- good general knowledge of pharmaceuticals
- at least five years' experience in their vocational field
- a good understanding of evidence-based medicine in clinical practice
- understanding of the health sector within New Zealand
- understanding of health equity (Pharmac Equity policy) and the health needs of Māori, Pacific peoples, disabled people including tāngata whaikaha Māori, and other populations identified by the Government Policy Statement on Health 2024-2027 to have high health needs
- understanding of, and commitment to achieving, health and medicines access equity

- an understanding of te Tiriti o Waitangi and a commitment to applying it in carrying out Pharmac's work
- the ability to differentiate between an individual and population health perspective on issues
- good presentation skills
- an understanding of the trade-offs required when working to a fixed budget
- the ability to work constructively in a group and accept consensus decision-making.

The Chair is not appointed as a representative of their primary employer or any other organisation.

The Director General of Health and Pharmac are committed to ensuring that decisions on pharmaceuticals meet the needs of all New Zealanders. A diverse and inclusive PTAC allows Pharmac to understand and best serve New Zealand and make better and more equitable decisions. We value diversity and inclusion and welcome applicants of all gender identities, ages, ethnicities, sexual orientations, disability and religions.

As a pro-equity organisation, Pharmac is committed to improving health outcomes for all New Zealanders, including those with the highest needs (Māori, Pacific peoples, disabled people, women, and people living rurally).

We are part of the Public Service | He wāhanga mātou o te Ratonga Tūmatanui

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa. I āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngā Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

This position description sets out the key requirements of the position. Specific duties within the scope of this role may change in response to the environment that Pharmac operates within.

Position description last updated: August 2026