

Position Description

Employment Agreement:	Allied, Public Health and Technical MECA
Position Title:	Pou Whakatere
Service & Directorate:	Public Health Service
Location:	District
Reports to:	Service Manager
DHB delegation level	Level 5
Number of direct reports:	nil
Date:	June 2020

Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing
We seek excellence through a culture of learning, enquiry, service and caring

Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
Looking after our people: We respect and support each other. Our hospitality and kindness foster better care.	Being sincere: We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	Best action: We are thoughtful, bring a positive attitude and are always looking to do things better.	As family: We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

Our statutory purpose

To improve, promote and protect the health of our population.

Promote the integration of health services across primary and secondary care services.

Seek the optimum arrangement for the most effective and efficient delivery of health services.

Promote effective care or support for those in need of personal health or disability support services.

Promote the inclusion and participation in society and the independence of people with disabilities.

Reduce health disparities by improving health outcomes for Māori and other population groups.

Foster community participation in health improvement and in planning for the provision of and changes to the provision of services.

Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility.

PURPOSE OF ROLE

The purpose of the role is to work with the Service Manager and leadership team to drive the strategy and improvement initiatives to improve the population health outcomes in Southern with an emphasis on improving health equity and outcomes for Māori. The role will have a combination of providing leadership, and influencing others to drive change.

Key Accountabilities Include:

- Provide strategic oversight and leadership that advances public health action that improves the health and wellbeing of Māori and their whānau across the Southern Health System.
- Use Te Pae Mahutonga, the principles of the Ottawa Charter, health in all policies frameworks, community development and collaborative partnership approaches when undertaking all work programmes.
- Develop and maintain a strategic relationships with the Māori Health Directorate to advance public health action that improves the health and wellbeing of Māori and their whanau across the Southern Health System.
- Develop and maintain strategic relationships with Te Runanga o Ngai Tahu and its constituent papatipu runaka.
- Develop and maintain strategic relationships with key stakeholders including the SDHB Iwi Governance Committee, Māori Health Providers, Aukaha, Te Ao Mārama to support health in all policies and collaborative approaches to address the social, economic and environmental determinants of health.
- Provide strategic leadership to ensure the service implement programmes addressing equity for Māori and meet Te Tiriti o Waitangi obligations.
- Develop a recruitment strategy and workforce development plan to actively improve cultural safety practices among public health staff and increase Māori workforce within the service.

Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies

Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Drive For Results	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.

Role Specific Competencies

Managing Diversity	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.
Strategic Agility	Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create competitive and breakthrough strategies and plans.

Planning	Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
Political Savvy	Can manoeuvre through complex political situations effectively and quietly; is sensitive to how people and organisations functions; anticipates where the land mines are and plans his/her approach accordingly; views corporate politics as a necessary part of organisational life and works to adjust to that reality; is a maze-bright person.
Problem Solving	Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
Priority Setting	Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.

KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
• Team Leaders	• Ministry of Health
• Service Manager, Public Health	• WellSouth Primary Health Network
• Clinical Director, Public Health	• Ministry for the Environment
• Public Health Physicians/Medical Officers of Health	• Ministry for Primary industries
• Strategy, Primary and Community staff	• South Island Public Health Unit staff
• Primary Care and Population Health Directorate staff	• Te Runanga o Ngai Tahu and Papatipu Runaka, and Māori Health providers
• Professional Leader, Health Promotion	• Aukaha
• Professional Leader, Health Protection	• Te Ao Mārama
• Public Health Service staff	• Local Government stakeholders
• Māori Health Directorate	• NGO stakeholders
• Chief Māori Health Strategy & Improvement Officer	• Kainga ora
• Māori Health Directorate Kaumatua	• University of Otago
• Iwi Governance Committee	• Ministry of Social Development
	• Education settings
	• Health Promotion Agency
	• Ministry of Education

PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
Education and Qualifications (or	<ul style="list-style-type: none"> Relevant tertiary qualification in Public Health. 	<ul style="list-style-type: none"> Post Graduate qualification in Public Health.

equivalent level of learning)		
Experience	<ul style="list-style-type: none"> • To be competent in /Te Tikanga me ōna kawa ā-Kai Tahu and within Te Ao Māori. • Community development experience. • Experience in working to improve Māori health outcomes outside health. • Proven leadership experience. • Proven experience in engaging effectively with Māori communities and in particular manawhenua. 	<ul style="list-style-type: none"> • Proven experience in improving Māori health through Public Health initiatives. • Experience working in Public Health Units in health promotion programmes, and using health in all policies and collaborative partnership approaches.
Knowledge and Skills	<ul style="list-style-type: none"> • Proven ability in articulating and applying Te Tiriti o Waitangi principles. • Experience in using intelligence to support planning and strategic direction. • Excellent written and verbal communication skills • Excellent computing skills including ability to use Microsoft products (word, excel, powerpoint) and systems such as sharepoint. • Experience in using Health in all policies approaches. • Competence in in Te Reo. • Knowledge and skills in mātauranga Māori and kaupapa Māori principles. 	<ul style="list-style-type: none"> • Experience in using programme planning and project management methodology, developing outcome measures and evaluation. • Experience in preparing strategic documents and reports. • Commitment to developing Te Reo competencies.
Personal Qualities	<ul style="list-style-type: none"> • Current full drivers licence. • Demonstrable commitment to achievement of Māori health outcomes. • Demonstrated leadership ability. • Ability to develop a long term vision, deliver it and inspire others to follow it. • Flexible, highly motivated, innovative and able to work independently and as part of a team. • Well-developed interpersonal skills with the ability to develop effective relationships both internally and externally. • Maintains and extends knowledge and skill base relating to relevant issues, trends and practice. • Proactively manages conflicting demands on time. • Ability to cope with work pressure and stress (e.g. deadlines, challenging workloads). • Ability to establish and maintain harmonious relationships with other professional colleagues. • A demonstrable relationship with Māori communities. 	

KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
Engaging Effectively with Māori	
<ul style="list-style-type: none"> • Demonstrates knowledge and understanding of Te Tikaka me ōna kawa of Kāi Tahu and within Te Ao Māori to respond appropriately to Māori. • Actively engages with the Māori community. 	<ul style="list-style-type: none"> • Improved health outcomes for Māori. • Evidence of collaborative relationships with manawhenua and/or Māori community/organisations. • Evidence of competency within Te Reo, Te Tikaka me ōna kawa a Kāi Tahu
Leadership	
<ul style="list-style-type: none"> • Lead by example as a positive, motivating and inspiring role model for all staff. • Actively support staff to work across teams and with external partners and stakeholders in agreed work programmes. • Create an environment that encourages a high level of staff engagement and performance. • Actively encourage a culture of continuous learning and reflective practice, and use evidence based practice to inform all planning. 	<ul style="list-style-type: none"> • Successful leadership of a high performing team. • Collaborative teams.
Planning	
<ul style="list-style-type: none"> • Actively contribute to strategic planning to address the identified service priorities, improve Māori health outcomes, reduce health inequity and meet Ministry of Health and SDHB requirements and Te Tiriti o Waitangi. • Work with the Team Leaders to establish appropriate outcome measures and evaluation for programme plans that improve equity and Māori health outcomes. • Use data to identify and prioritise opportunities for improvement or future project development. • Report progress towards delivering work programmes, outcome measures and evaluation. • Contribute to the determination of the priorities for the service that result in improvements to access for Māori and improved health status. 	<ul style="list-style-type: none"> • Actively contribute to service leadership. • Successful development and implementation of strategic and operational plans for the service. • High quality written reports provided to Service Manager within required timeframes.
Relationship Management	
<ul style="list-style-type: none"> • Develop effective relationships with key staff within the Maori Health Directorate. • Have a dotted line relationship to leadership within the Māori Health Directorate. • Develop and maintain effective local and regional networks and affiliations. 	<ul style="list-style-type: none"> • Effective relationship maintained with key Maori Health Directorate staff including the Kaumatua. • Effective relationship maintained at all levels within Te Runanga o Ngai Tahu and Papatipu Runaka, Maori Health Providers, Aukaha and Te Ao Mārama.
Decision-Making	
<ul style="list-style-type: none"> • Ability to interpret a wide range of information. • Applies logic when thinking through issues. 	<ul style="list-style-type: none"> • Work practices conforms to the relevant legislation, standards, guidelines, protocols, manuals, policies and procedures.

<ul style="list-style-type: none"> • Makes good decisions based upon a mixture of analysis, wisdom, experience and judgement. • Able to apply guidelines and policy to common or routine situations. • Has a risk assessment, investigative, problem solving and probing approach to their work. 	
Health Equity	
<ul style="list-style-type: none"> • Implement relevant health equity policies, procedures and approaches. • Ensure health equity assessment is embedded into practice. • Incorporate Māori perspective in the design and delivery of programmes. 	<ul style="list-style-type: none"> • Draws on relevant equity literature and reports to guide thinking and critical analysis. • Demonstrates the inclusion of equity considerations into relevant work areas. • Use of the HEAT tool as appropriate. • Ability to apply Māori health models of care • Amendment to activities as a result of including Māori perspectives.
Customer Service	
<ul style="list-style-type: none"> • Open and responsive to customer/stakeholder needs. • Demonstrates an understanding of continuous quality improvement. • Responds to complaints in a timely and professional manner. 	<ul style="list-style-type: none"> • Demonstrates a commitment to customer service and continuous quality improvement, through interaction with clients and other customers/stakeholders. • Identifies customer/stakeholder needs and offers ideas for quality improvement. • Effective management of customers/stakeholders.
Other Duties	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Southern DHB Organisational Values.</p>	<ul style="list-style-type: none"> • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. • You produce work that complies with Southern DHB processes and reflects best practice. • Research undertaken is robust and well considered. • Live and support the DHB values in everything you do.
Professional Development – self	
<p>Identifying areas for personal and professional development.</p>	<ul style="list-style-type: none"> • Training and development goals are identified/agreed with your manager. • Performance objectives reviewed annually with your manager. • Actively seek feedback and accept constructive criticism.
Health, Safety and Wellbeing	
<p>Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB's Health, Safety and Wellbeing policies, procedures and systems.</p>	<ul style="list-style-type: none"> • Understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures. • Actively encourage and challenge your peers to work in a safe manner.

	<ul style="list-style-type: none"> • Effort is made to strive for best practice in Health and Safety at all times.
Te Tiriti o Waitangi	
<p>Giving effect to the principles of the Te Tiriti o Waitangi – Partnership, Participation and Active Protection through your interaction with others on a day to day basis.</p>	<ul style="list-style-type: none"> • Tino rangatiratanga – Providing for Māori self-determination and mana motuhake in the design, delivery and monitoring of health and disability services. • Equity – Being committed to achieving equitable health outcomes for Māori. • Active protection – Acting to the fullest extent practicable to achieve equitable health outcomes for Māori. This includes ensuring that the Crown, its agents and its Treaty partner under Te Tiriti are well informed on the extent, and nature, of both Māori health outcomes and efforts to achieve Māori health equity. • Options – Providing for and properly resourcing kaupapa Māori health and disability services. Furthermore, the Crown is obliged to ensure that all health and disability services are provided in a culturally appropriate way that recognises and supports the expression of hauora Māori models of care. • Partnership – Working in partnership with Māori in the governance, design, delivery and monitoring of health and disability services – Māori must be co-designers, with the Crown, of the primary health system for Māori.

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date