



## Position Description

<b>Position:</b>	<b>Allied Professions Lead – Pacific Peoples Health 2DHB (Kaiarataki Umanga Tautoko - Hauora Tāngata Moana-nui-a-Kiwa 2DHB)</b>
<b>Service / Directorate:</b>	<b>2DHB Allied Professions Leadership Team</b>
<b>Responsible to:</b>	<b>Chief Allied Professions Officer 2DHB with dotted reporting line to Director Pacific Peoples Health 2DHB</b>
<b>Children's Act (2014):</b>	This position is (not) a Children's Worker under the Children's Act 2014
<b>Location:</b>	The position is expected to work from both Hutt Valley DHB and Capital and Coast DHB

With a single Chief Executive, the establishment of an integrated Executive Leadership Team and the Hutt Valley and Capital & Coast Boards working closely together, we are in a strong position to transform the health system and achieve more equitable health outcomes for our populations.

### Context

Hutt Valley District Health Board (HVDHB) and Capital and Coast District Health Board (CCDHB) cover the greater Wellington, Kāpiti and Hutt Valley region, providing hospital and health services in primary, secondary and tertiary healthcare settings to a total population base of approximately 450,000 people.

We are the two DHB's accountable for meeting the needs of and improving health outcomes for all the constituent populations of both DHBs in our sub-region, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the region's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups.

HVDHB provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility, Hutt Hospital in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, HVDHB is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

CCDHB is primarily responsible for the hospital and health services delivered at the Wellington Regional Hospital in Newtown. This is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care; cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island. CCDHB also has a secondary and community facility at Kenepuru in Porirua; a Forensic, Rehabilitation and Intellectual Disability inpatient unit called Ratonga Rua-o- Porirua; and Kapiti Community Hospital, as well as a number of community based mental health and renal services within the sub region. MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa, Hutt Valley and Capital & Coast District Health Boards.

HVDHB and CCDHB are committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

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## The Vision, Mission and Values of Hutt Valley DHB and Capital & Coast DHB

### Hutt Valley:

- Vision:** Whānau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.
- Mission:** Working together for health and wellbeing.
- Ō mātou uara - Values:** Mahi Pai 'Can do': Mahi Tahi 'In Partnership': Te Atawhai Tonu 'Always Caring' and Mahi Rangatira 'Being our Best'.

### Capital & Coast:

- Vision:** Keeping our community healthy and well
- Mission:** Together, Improve the Health and Independence of the People of the District
- Values:** Manaakitanga – Respect, caring, kindness  
Kotahitanga – Connection, unity, equity  
Rangatiratanga – Autonomy, integrity, excellence.

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## Position purpose

The Allied Professions Lead – Pacific People's Health 2DHB is a member of the 2DHB Allied Professions Leadership Team (APLT) and so will act as part of a leadership collective which has prime responsibility for supporting the Chief Allied Professions Officer 2DHB's role of providing leadership for the Allied Professions across the DHBs. In addition, each APLT position will have individual accountability for leading a range of functions to deliver agreed outcomes.

The Allied Professions Lead - Pacific People's Health 2DHB will have responsibility for a work programme that focuses on growing our Pacific People's workforce to enable it to be representative of our communities and developing cultural capability across the Allied Professions. Key activity will include leading and supporting others to develop an environment, foster attitudes and develop processes that enable our DHBs to be a place that Pacific People's Allied Professionals aspire to work within, and as employees are provided with the support and resources to excel. The position will also provide advice and support for the wider Allied Professions and teams who seek to respond and provide services in a way that are culturally responsive and deliver services for Pacific People's that prioritise equitable health outcomes.

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## Key accountabilities

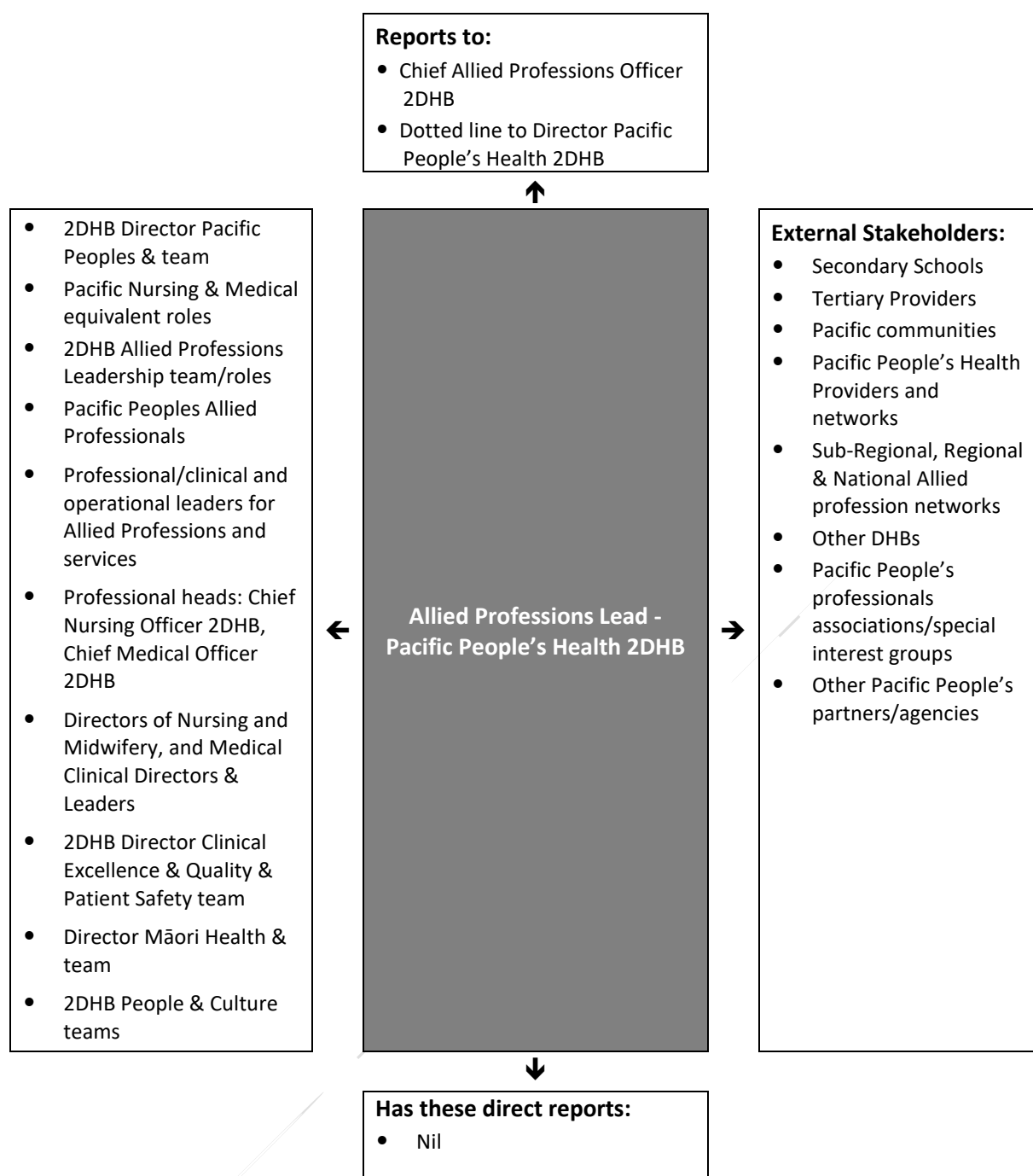
The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key Accountability	Deliverables / Outcomes
1. Collective leadership accountabilities as part of the 2DHB Allied	The APLT supports the Chief Allied Professions Officer 2DHB (CAPO) through: <ul style="list-style-type: none"><li>Contributing to setting the overall strategic direction for the APLT, including identifying high level priorities and developing annual work plans</li></ul>

Key Accountability	Deliverables / Outcomes
<b>Professions Leadership Team (APLT)</b>	<ul style="list-style-type: none"> <li>• Providing leadership, vision and a culture of engagement for Allied Professions &amp; AP Leaders that supports 2DHB collaboration and integration</li> <li>• Participating fully in the collective responsibility of delivering on the APLT's work plans</li> <li>• Contributing to the identification and prioritisation of investment in capability and capacity that the wider team requires to deliver its work plan</li> <li>• Role modelling DHB values and applying good people management practices that drive high performance and staff engagement</li> <li>• Contributing to the development and implementation of the APLT's on-going approach to change, ensuring all our people understand how they contribute to our success</li> <li>• Promoting and achieving the APLT's cohesion through fostering a culture of continuous improvement, collaboration, innovation and organisational learning, and the promotion and adherence of organisational values</li> <li>• Ensuring that the APLT, through its ways of working, systems, processes and decision making, takes account of, values and respects the diversity of contributions from all components of the workforce</li> <li>• Deputises for the Chief Allied Professions Officer where delegation is given.</li> </ul>
<b>2. Equity</b>	<ul style="list-style-type: none"> <li>• Equity is front and centre of all aspects of the plans, initiatives and activities that the team develops, promotes and implements</li> <li>• Leads and works with others in developing an Allied Professions workforce that is reflective of our communities and specifically grows our Pacific People's workforce</li> <li>• Works with key partners to develop and demonstrate Pacific cultural capability.</li> </ul>
<b>3. Service development</b>	<ul style="list-style-type: none"> <li>• In agreement with the CAPO and Director Pacific People's Health 2DHB, develop and lead a work programme focused on growing and retaining our Pacific People's Allied Profession workforce and other key initiatives that support achieving outcomes of the Pacific Health and Wellbeing Strategic Plan for the Greater Wellington Region 2020 - 2025</li> <li>• Provide or identify and facilitate access to expertise and support in Pacific People's health for Allied Professions leaders and clinicians as required</li> <li>• Foster a culture of sharing and collaboration of Pacific People's Allied Profession workforce initiatives across the 2DHBs</li> </ul>
<b>4. Workforce Development</b>	<ul style="list-style-type: none"> <li>• Leads strategic workforce development planning and activity that develops the capability and clinical excellence for Pacific Peoples Allied Professions</li> <li>• Ensures cultural support systems are in place, being accessed and are meeting the needs of Pacific Peoples Allied Professions</li> <li>• Supports Pacific Peoples Allied Professions staff with accessing developmental opportunities, career progression planning and engaging in leadership opportunities</li> <li>• Provide mentorship and support for Pacific People's Allied Professions staff</li> <li>• Work in partnership with the 2DHB Pacific Peoples Health team to ensure cultural training is in place and being accessed by allied professionals to support culturally competent practice</li> <li>• Work with key partners and managers to ensure workforce planning</li> </ul>

Key Accountability	Deliverables / Outcomes
	<p>considers and implements actions that support recruitment and retention strategies for Pacific Peoples Allied Professions</p> <ul style="list-style-type: none"> <li>• Works in partnership with key partners to develop a planned approach for engaging Pacific Peoples secondary and tertiary students into Allied Professions careers.</li> </ul>
<b>5. Relationship management</b>	<ul style="list-style-type: none"> <li>• Develops and maintains constructive strategic and tactical relationships and partnerships with a range of groups and individuals across the DHBs, which supports and enables problem solving and the implementation of effective solutions</li> <li>• Participates and represents the Allied Professions, services and the DHBs at local, regional and national forums, governance committees and service meetings as required.</li> </ul>
<b>6. Continuous quality improvement</b>	<ul style="list-style-type: none"> <li>• Implements, monitors and provides reporting on the Allied Professions Pacific People's workforce, with measurement of progress towards achieving KPIs for a workforce representative of our communities</li> <li>• Work to address and support others to reduce barriers for recruiting Pacific People's into Allied profession roles</li> <li>• Where issues, risks or complaints are raised related to Allied Professions Pacific cultural practice, partners with relevant leaders/service to review and support improvement actions.</li> </ul>
<b>7. Workplace health &amp; safety</b>	<ul style="list-style-type: none"> <li>• Fosters a safe, healthy and productive workplace for staff, ensuring that managers are aware of their workplace health, safety and wellbeing obligations; health and safety representatives are appointed; and worker engagement and participation processes are implemented</li> <li>• Actively promotes and supports staff to participate in the two DHBs' employee wellbeing programmes</li> <li>• Complies with responsibilities under the Health &amp; Safety at Work Act 2015 by actively supporting and implementing the two DHBs' workplace health, safety and wellbeing frameworks which incorporate hazard and risk identification and management, education and training, monitoring and reporting.</li> </ul>

## Key relationships & authorities



## Delegated authorities

- The position has delegations in accordance with the HVDHB and CCDHB Delegations Manual for financial and human resources.
- The position has line management responsibility as per above diagram.

## Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>• Understands Te Tiriti o Waitangi within the context of health service provision</li> <li>• Leads others to understand the DHBs' Treaty of Waitangi policy and its application to DHB work and services.</li> </ul>

Competency	Behaviours
	<ul style="list-style-type: none"> <li>Encourages meaningful engagement in decision-making with Tangata Whenua at strategic, operational and service levels.</li> <li>Challenges current processes and thinking, leading the development of new thinking that will deliver equitable outcomes with Pacific People's enjoying and achieving health outcomes as Māori.</li> </ul>
Managing Vision and Purpose	<ul style="list-style-type: none"> <li>Communicates a compelling and inspired vision or sense of purpose</li> <li>Talks beyond today</li> <li>Talks about possibilities</li> <li>Is Optimistic</li> <li>Creates milestones and symbols to rally support behind the vision</li> <li>Makes the vision sharable by everyone</li> <li>Can inspire and motivate entire units or organisations</li> </ul>
Integrity and Trust	<ul style="list-style-type: none"> <li>Is widely trusted</li> <li>Is seen as a direct, truthful individual</li> <li>Can present the unvarnished truth in an appropriate and helpful manner</li> <li>Keeps confidences</li> <li>Admits mistakes</li> <li>Does not misrepresent him/herself for personal gain</li> </ul>
Innovation	<ul style="list-style-type: none"> <li>Is good at bringing the creative ideas of others to fruition</li> <li>Has good judgement about which creative ideas and suggestions will work</li> <li>Has a sense about managing the creative processes of others</li> <li>Can facilitate effective brainstorming</li> <li>Can project how potential ideas may play out in practice</li> </ul>
Process Management	<ul style="list-style-type: none"> <li>Good at figuring out the processes necessary to get things done</li> <li>Knows how to organize people and activities</li> <li>Understands how to separate and combine tasks into efficient work flow</li> <li>Knows what to measure and how to measure it</li> <li>Can see opportunities for synergy and integration where others can't</li> <li>Can simplify complex processes</li> </ul>
Dealing with Ambiguity	<ul style="list-style-type: none"> <li>Can effectively cope with change</li> <li>Can shift gears comfortably</li> <li>Can decide and act without having the total picture</li> <li>Is not upset when things are up in the air</li> <li>Does not have to finish things before moving on</li> <li>Can comfortably handle risk and uncertainty</li> </ul>
Motivating Others	<ul style="list-style-type: none"> <li>Is good at establishing clear directions</li> <li>Sets stretching objectives</li> <li>Distributes the workload appropriately</li> <li>Lays out work in a well-planned and organized manner</li> <li>Maintains two-way dialogue with others on work and results</li> <li>Brings out the best in people</li> </ul>
Interpersonal Savvy	<ul style="list-style-type: none"> <li>Relates well to all kinds of people – up, down, and sideways, and inside and outside the organisation</li> <li>Builds appropriate rapport</li> <li>Builds constructive and effective relationships</li> <li>Uses diplomacy and tact</li> <li>Can diffuse even high tension situations comfortably.</li> </ul>

## Experience and Capability

### Essential qualifications and registrations

- Relevant Allied Professions qualification
- Registered Allied Health, Scientific or Technical practitioner with current annual practicing certificate, or certification/membership of professional association if registration not applicable.

**Knowledge/experience**

- High level knowledge of Pacific People's cultural practises and experience in translating this into practice
- Experience working with and commitment to Te Tiriti O Waitangi
- Demonstrated clinical experience
- Knowledge and familiarity of the Allied Professions
- Experience and knowledge of DHB systems
- Experience of health services across the system (hospital, community and outpatients, primary care, other sectors)
- Experience of practice development and practice standards for Allied professions with focus on innovation, quality improvement and research (desirable)

**Skills**

- Excellent interpersonal and relationships management skills, demonstrated in a diverse environment and in a way that results in strong and effective partnerships
- High level of people-centred problem-solving capability
- Ability to prioritise numerous tasks and demands and maintain focus
- Ability to articulate case for change
- Sophisticated communication skills – both written and verbal
- Self-management and organisational skills
- Coaching and mentoring
- Project delivery

**Personal Attributes**

- Strong commitment to Pro Equity approach and can evidence putting this into action
- Demonstrates a high level of initiative
- Savvy and experienced in working in a fast paced, complex environment
- Confidence to challenge the status quo via a positive approach.

***Ma tini, ma mano, ka rapa te whai***  
***By joining together we will succeed***