

## Position Description

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<b>Position</b>	<b>Research Financial Administrator</b>
<b>Team / Service</b>	Wellington Blood and Cancer Clinical Trials Unit
<b>Group</b>	Cancer, Specialist Medicine and Community
<b>District</b>	Capital, Coast & Hutt Valley
<b>Responsible to</b>	Regional Cancer Services Manager
<b>Children's Act 2014</b>	This position is not children's worker, requiring a safety check with Ministry of Justice vetting before commencing
<b>Location</b>	This position is expected to work from Wellington Regional Hospital

## Te Whatu Ora

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The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

## Context

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Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, 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 district'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. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility 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, Hutt Hospital 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.

Wellington Regional Hospital in Newtown 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.

## Te Tiriti o Waitangi and Māori Health Outcomes

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Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

- Mana whakahaere** Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.
- Mana motuhake** Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.
- Mana tāngata** Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.
- Mana Māori** Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

## The Vision, Mission and Values from our District

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We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

### Hutt Valley

#### Vision

Whanau 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: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

### Capital and Coast

#### Vision

Keeping our community healthy and well

#### Mission

Together, Improve the Health and Independence of the People of the District

#### Value

Manaakitanga – Respect, caring, kindness  
Kotahitanga – Connection, unity, equity  
Rangatiratanga – Autonomy, integrity, excellence

## District Responsibility

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The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

Te Whatu Ora is 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.

## Service Perspective

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The Wellington Blood & Cancer Centre (WBCC) incorporates the specialties of Medical Oncology, Radiation Oncology and Clinical Haematology into an integrated regional and supra-regional blood and cancer service.

Patients reside in the Wellington, Wairarapa and Kapiti Coast regions. Supra-regional services extend beyond these boundaries to cover up to Waikato DHB region and Nelson-Marlborough. Ambulatory care forms the main focus of patient activities and represents some 70% of the contracted workload.

Services provided in the WBCC include specialist consultation and treatment for referred medical oncology, radiation oncology and haematology patients and 24 hour acute clinical assessment and inpatient care. The Centre has an active Clinical Trials Unit.

## Unit Perspective

The Clinical Trials Unit (CTU) is located within Wellington Regional Hospital and operates under the control of a Clinical Research Committee, which also acts as a Board of Trustees for the special funds which finance research activities. Staff in the unit coordinate pharmaceutical industry and clinical practice group clinical trials. The team is mainly comprised of registered nurses. They undertake protocol preparation, submissions to regulatory bodies and completion of documentation to ensure compliance with Ministry of Health guidelines and legislations, and appropriate national/international regulations.

## Purpose of the role

The purpose of the role is to provide financial administrative support for clinical trial budgets and invoice process management. This tasks will be under the delegation and support of the Research Nurse/Study Co-ordinator and ACNM.

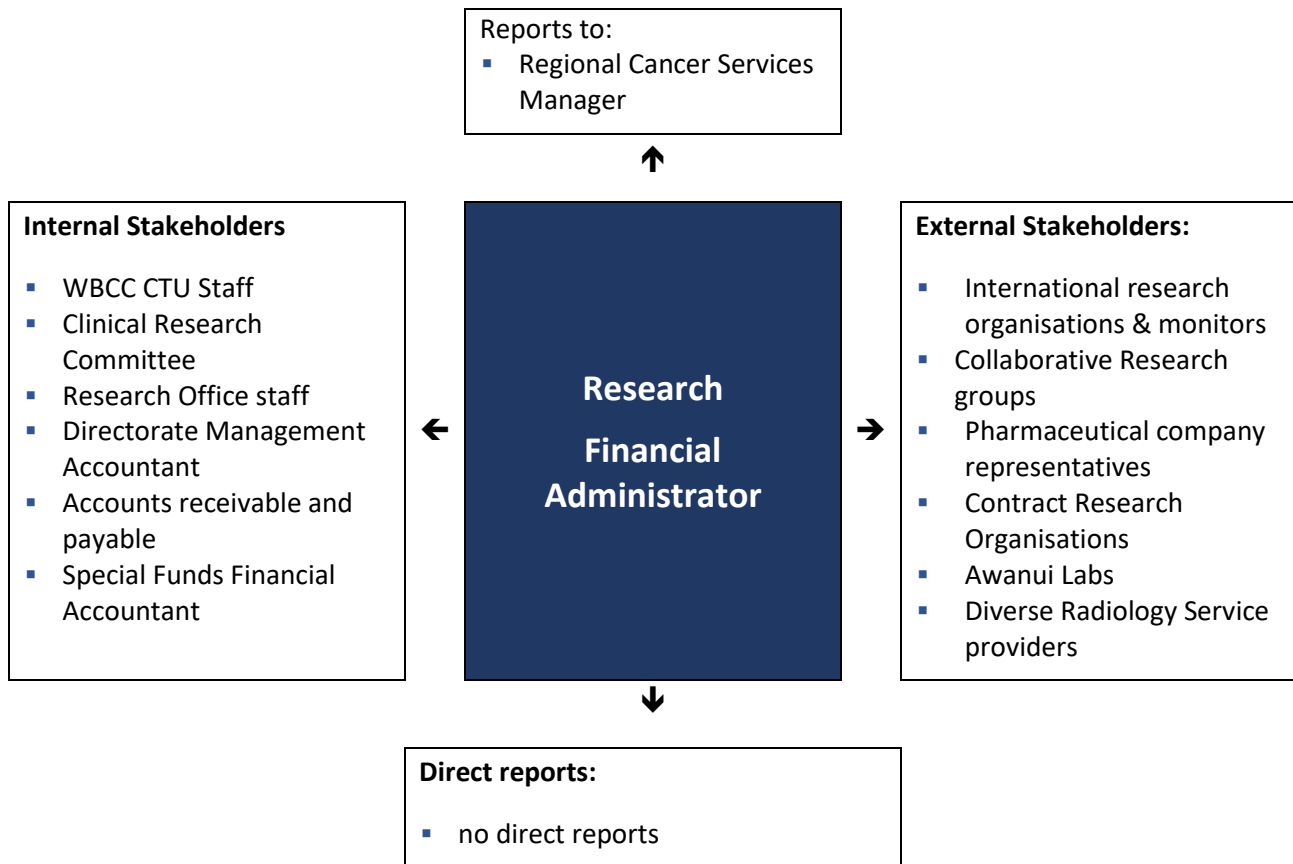
## Key Accountabilities

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 accountabilities	Deliverables / Outcomes
1. Financial - Account Administration for Clinical Trials	<ul style="list-style-type: none"><li>▪ Delegated administration of clinical trial spreadsheets:<ul style="list-style-type: none"><li>○ Update/monitor clinical trial spreadsheets – for participant visits, sponsor payments received and invoices generated by working with Research Team members; Accounts Receivable, Accounts Payable and Management Accountant.</li><li>○ Reconciliation of clinical trial accounts with support of relevant team members. This may include Research Nurses /Trial Co-ordinators and/or the ACNM.</li></ul></li><li>▪ Invoice processing and management of clinical trials:<ul style="list-style-type: none"><li>○ Vendor payment processing from specialist funds. Tracking payments and filing in correct trial folder.</li><li>○ Reconciliation of recoveries for patient visits. Monitor funds received and follow up with sponsor for outstanding amounts.</li><li>○ Issue invoices for chargeable items outside patient visit recoveries.</li></ul></li><li>▪ Recovery and reimbursement of patient travel expenses.</li><li>▪ Monitor and process ongoing trial costs eg external lab/radiology costs.</li><li>▪ Support Research Nurse/Study Co-ordinator to maintain accurate clinical trial accounts throughout the duration of the trial:<ul style="list-style-type: none"><li>○ Support team members with administration of clinical trial budget for new trials.</li></ul></li><li>▪ Support clinical trial staff in updating tracking templates for invoicing purposes.</li><li>▪ To provide monthly financial reporting on CTU trials, including forecasted income and expenditure incurred for individual trials.</li></ul>

Key accountabilities	Deliverables / Outcomes
	<ul style="list-style-type: none"> <li>▪ Assist with tasks as required by the Regional Cancer Services Manager.</li> </ul>
2. Professional Development	<ul style="list-style-type: none"> <li>▪ Participates in appropriate training and development relevant to the role.</li> </ul>
3. Stakeholder engagement	<ul style="list-style-type: none"> <li>▪ Will communicate with relevant internal and external parties when required on financial related items.</li> </ul>
4. Continuous improvement and innovation	<ul style="list-style-type: none"> <li>▪ Identifies improvement opportunities and notifies the Regional Cancer Services Manager and/or ACNM.</li> <li>▪ Participates in quality improvement and risk minimisation activities.</li> <li>▪ Complies with organisational policies and procedures and works to improve client satisfaction.</li> <li>▪ Participates in a culture of continuous improvement and innovation.</li> </ul>
5. Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>▪ Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to.</li> <li>▪ Equity outcomes are front and centre in goals, performance. Monitoring and plans for service and team performance.</li> <li>▪ Cultural competence is grown across the team, supporting inclusion and partnership.</li> </ul>
6. Health & Safety	<ul style="list-style-type: none"> <li>▪ Complies with Health &amp; Safety policy and procedures.</li> </ul>

## Key Relationships & Authorities



## Capability Profile

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

Competency	Behaviours
<b>Interpersonal Savvy</b>	<ul style="list-style-type: none"> <li>Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation.</li> <li>Builds appropriate rapport and manages stakeholders.</li> <li>Builds constructive and effective relationships.</li> <li>Uses diplomacy and tact.</li> <li>Can diffuse even high-tension situations comfortably.</li> </ul>
<b>Organising</b>	<ul style="list-style-type: none"> <li>Can marshal resources (people, funding, material, support) to get things done.</li> <li>Can orchestrate multiple activities at once to accomplish a goal.</li> <li>Uses resources effectively and efficiently.</li> <li>Arranges information and files in a useful manner.</li> <li>Able to work autonomously.</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>Is results focussed and committed to making a difference.</li> </ul>

Competency	Behaviours
	<ul style="list-style-type: none"> <li>Plans and organises work, effective time management to prioritise issues, meeting deadlines and coping with the unexpected.</li> <li>Breaks down work into process steps.</li> <li>Develops schedules and task assignments.</li> <li>Is reliable - does what one says one will.</li> <li>Consistently performs tasks correctly - following set procedures and protocols.</li> </ul>
<b>Integrity and Trust</b>	<ul style="list-style-type: none"> <li>Is widely trusted.</li> <li>Is seen as a direct, truthful individual.</li> <li>Ensures confidentiality.</li> <li>Admits mistakes.</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>Uses rigorous logic and methods to solve difficult problems with effective solutions.</li> <li>Probes all fruitful sources for answers.</li> <li>Can see hidden problems'.</li> <li>Is excellent at honest analysis.</li> <li>Looks beyond the obvious and doesn't stop at the first answer.</li> </ul>
<b>Quality &amp; Innovation</b>	<ul style="list-style-type: none"> <li>Provides quality service to those who rely on one's work.</li> <li>Looks for ways to improve work processes - suggests new ideas and approaches.</li> <li>Explores and trials ideas and suggestions for improvement made by others.</li> <li>Shows commitment to continuous learning and performance development.</li> </ul>
<b>Negotiating</b>	<ul style="list-style-type: none"> <li>Can negotiate skilfully in tough situations with both internal and external groups.</li> <li>Can settle differences with minimum noise.</li> <li>Can win concessions without damaging relationships.</li> <li>Can be both direct and forceful as well as diplomatic.</li> <li>Gains trust quickly of other parties to the negotiations.</li> <li>Has a good sense of timing.</li> </ul>

## Experience and Capability

Essential qualifications, skills and experience

### A. Knowledge, Skills & Experience:

- Previous experience in a Financial Administrative position or similar role.
- Account management and high level of competence with financial spreadsheets.
- Working knowledge and proficiency in computer programs including Microsoft Word, Excel, Outlook, Access and PowerPoint. Web based communication.
- Understands, manages and problem solves with technology.
- Knowledge of the health and/or clinical trials environment is desirable but not a necessity.

### B. Someone well-suited to the role will place a high value on the following:

- Effective working relationships with staff and management.
- High level of verbal and written communication skills.
- Proactive, efficient, enthusiastic and a "can do attitude".
- Following systems and process.
- Time management.
- Ability to work autonomously and as part of a team.

- Accuracy and confidentiality.
- Integrity and trust.
- People-centred problem-solving capability.
- Professional personal.

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