

## Position Description

<b>Position</b>	<b>Allied Health Professional Leader – Social Work</b>
<b>Team / Service</b>	Allied Health Professional Leadership team
<b>Group</b>	Chief Allied Health, Scientific, Technical Office
<b>District</b>	Capital, Coast & Hutt Valley District
<b>Responsible to</b>	Director Allied Professions
<b>Professional accountability to</b>	Chief Allied Health, Scientific, Technical
<b>Children's Act 2014</b>	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
<b>Location</b>	This position is expected to work from multiple locations across the district

## Te Whatu Ora

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

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

[TeWhatuOra.govt.nz](https://tewhatuora.govt.nz)

Capital, Coast | Private Bag 7902, Newtown, Wellington 6342 | 04 385 5999 Hutt Valley | Private Bag 31907, Lower Hutt 5010 | 04 566 6999

**Te Kāwanatanga o Aotearoa**  
New Zealand Government

- 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. Kāpiti 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.

Kenepuru Community Hospital and Kāpiti Health Centre provide secondary and community services based in Porirua and the Kāpiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

## Te Tiriti o Waitangi and Māori Health Outcomes

---

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:

- |                        |  |
|------------------------|--|
| <b>Mana whakahaere</b> | Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.  |
| <b>Mana motuhake</b>   | 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.       |
| <b>Mana tāngata</b>    | Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.  |
| <b>Mana Māori</b>      | 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.

## Te Mauri o Rongo – The New Zealand Health Charter

---

Te Mauri o Rongo recognises our connection to this work, to each other, to the people we serve and to our whakapapa. It speaks to specific behaviours that we will expect from each other guided by the pou of Te Mauri o Rongo:

- |                         |   |
|-------------------------|---|
| <b>Wairuatanga</b>      | Working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.  |
| <b>Rangatiratanga</b>   | As organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all.  |
| <b>Whanaungatanga</b>   | We are a team, and together a team of teams. Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe. “Whiria te tangāta” – we will weave our people together. |
| <b>Te Korowai Āhuru</b> | A cloak which seeks to provide safety and comfort to the workforce.   |

## District Responsibility

---

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.

## Team/Service Perspective

---

The Allied Health Professional Leader roles work in a collective team of Professional Leaders for Physiotherapy, Occupational Therapy, Social Work, Dietetics, Speech Language Therapy and Psychology across district, teams, settings and sites. Together they provide professional leadership with a focus on clinical leadership to guide and support their profession to improve outcomes for patients and whānau, deliver our district wide vision and support the organisation to meet health targets and strategic priorities. Professional Leaders are required to remain closely connected and informed regarding current clinical practice and it is a requirement to remain clinically competent. It is strongly encouraged that Professional Leaders hold a clinical role alongside the Professional Leader role.

## Purpose of the role

---

Provides **professional leadership** for the Social Work profession in physical health, with a focus on clinical leadership, workforce development, safe and high-quality care, outcomes focussed practice and integration that supports strategic development and organisational priorities.

- Provides leadership for the respective discipline in relation to clinical practice, ensuring the highest

standards of practice based on research evidence are consistently delivered across all relevant areas, sites and settings of care

- Have a strategic mindset that aligns with our district vision and leads delivery of future vision for the profession
- Partners with allied health, other professions' clinical leadership and operational leadership across all Groups within Capital Coast & Hutt Valley District to achieve the agreed outcomes, and work within a clinical governance framework under the direction of the CAHST Office/Directors Allied Professions and relevant professional bodies
- Ensures professional codes of conduct, codes of ethics, codes of practice and competencies specified by the relevant professional bodies are known and adhered to by clinicians within the profession, including that satisfactory practice standards are delivered
- Contributes to decision-making partnerships with key stakeholders internally and externally and strategically lead and develop effective strategies and action plans that will achieve optimum efficiency and standards of practice across the organisation in the relevant discipline to meet priorities
- To provide professional and clinical leadership in the development of Models of Care (MoC) enabling innovation and creativity in the profession
- Advise and consult on profession specific and inter-professional practice workforce development, skill mix and career pathways
- Develop opportunities for clinicians to build clinical leadership experience especially those in designated roles
- To work collaboratively across sites and settings to ensure engagement and communication with operational managers, team leaders and clinical staff regularly, proportional to the workforce distribution
- Responsible for oversight and governance of clinical assurance activities and ensure efficient administrative monitoring processes are in place. Support operational leadership to action implementation, delivery and management of such activities in a consistent and timely manner
- To ensure clear written expectations, in the form of policies and guidelines, that govern services provided by the relevant discipline and meet organisational promises
- Ensure equity of service provision and our obligations to Te Tiriti o Waitangi
- To champion the development of a workforce, models of practice and systems that address inequitable access, treatment and outcomes for Māori. Support frontline clinical staff in providing optimum standards of practice in a way that demonstrates patient/family/ whānau centred care, cultural awareness and aligns with our values
- Work collaboratively with other Professional Leaders including holding portfolios to collectively deliver against organisational priorities

Works in other areas as identified or following a reasonable request in order to support the organisation in managing safe patient care and maintaining service delivery.

---

## 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. Leadership & Management	<ul style="list-style-type: none"> <li>Provides strategic leadership for Social Work matters, including advice to the CAHST/ Directors of Allied Professions and other leaders as required.</li> <li>Represents the Social Work profession (and wider AHST professions as required) through active participation in relevant local, sub-regional, regional and national forums.</li> <li>Identifies risks, completes mitigation plans, communicates risks to others and escalates as appropriate. This may include providing advice to services across the organisation.</li> <li>Identifies and communicates issues and trends affecting Social Work practice to relevant managers and other leaders and takes appropriate action and/or escalates as required.</li> <li>Provides professional expertise, if required to managers in recruitment of Social Work staff.</li> <li>Contributes to workforce planning for the profession (across services and / or the region), and in collaboration with managers identifies future workforce needs for the profession, inclusive of strategies for recruitment, retention, succession planning and career development.</li> <li>Demonstrates an awareness of health inequalities and supports workforce and service initiatives that contribute towards reducing these inequalities</li> <li>Creates and fosters a culture for continuous quality improvement</li> <li>Develops strategies for increasing the number of Māori and Pacific Social Workers in the workforce, to enable alignment to the population served,</li> <li>Identifies and supports the development of emerging Social Work leaders within the workforce for the profession and the organisation.</li> <li>Actively promotes and supports staff to work using an integrated approach across the continuum of care, promoting person centred practice.</li> <li>Develops and maintains a dialogue with relevant professional bodies and agencies to highlight issues and opportunities in relation to professional practice.</li> <li>Works in partnership with managers to address performance issues and/or complaints where Social Work staff are involved, including reporting to registration boards or equivalent as required in partnership with CAHST.</li> <li>Provides timely and accurate reports as required.</li> <li>Presents a credible and positive profile for the profession both internally and externally.</li> </ul>

	<ul style="list-style-type: none"> <li>Ensures own and profession's compliance with organisational policies and procedures, particularly those that pertain to professional practice.</li> <li>Contributes to relevant certification and accreditation activities.</li> </ul>
2. Clinical Practice	<ul style="list-style-type: none"> <li>Where the role has a clinical component, demonstrates practice that meets the clinical pillar expectations of advanced allied health professional level roles or greater.</li> <li>Takes responsibility for providing clinical leadership in Social Work, including providing clinical advice, support and guidance to team members</li> <li>Works in partnership with managers to ensure staff are working within their scopes of practice as per registration board, professional association or organisational policy expectations.</li> <li>Demonstrates current understanding of the philosophy and theory underpinning Social Work practice. This includes exploring emerging theories of practice and the application of inter-professional working within the New Zealand healthcare system.</li> <li>Promotes effective communication among Social Workers in order to share expertise and information.</li> <li>Promotes culturally safe / bicultural practice and competency for Social Workers working with patient/clients and whānau.</li> <li>Works to identify and support opportunities for Social Work advanced clinical practice which will provide benefits in line with Pae Ora (Healthy Futures) Act 2022 and health priorities.</li> </ul>
3. Teaching & Learning	<ul style="list-style-type: none"> <li>Maintains competency to practice through identification of learning needs and continuing professional development activities. This should comply with professional body requirements.</li> <li>Completes applicable training for effective delivery of the role.</li> <li>Participates in own annual performance review and associated clinical assurance activities.</li> <li>Participates in professional supervision in line with the organisation's requirements and/or professional body.</li> <li>Works with Director Allied Professions -Workforce Development to oversee student schedules for the profession, and works with managers in facilitating placement of students.</li> <li>Develops and maintains effective working relationships with teaching institutions, inclusive of providing recommendations for curriculum development, sharing information on practice changes, and working in partnership to enhance workforce readiness of graduates.</li> <li>Facilitates and advocates for professional development opportunities for Social Work that can be enabled with agreed impacts on service delivery.</li> <li>Utilises workforce plans to ensure that learning and development solutions are in place for Social Work to support service delivery</li> <li>Ensures supervision and mentoring systems are in place, working well and are utilised.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Supports and encourages the profession and other health professionals in developing collaborative inter-professional learning opportunities (across professions, services, districts &amp; sectors).</li> </ul>
4. Service Improvement and Research	<ul style="list-style-type: none"> <li>▪ Develops and monitors clinical assurance activities for the profession (oversight and governance) and makes recommendations for change where indicated, in collaboration with the Director of Allied Professions. Supports operational leaders, and designated roles to action implementation, delivery and management of such activities in a consistent and timely manner</li> <li>▪ Identifies and supports opportunities for innovative clinical practice in Social Work in collaboration with others, which will provide benefits aligned to the Pae Ora (Healthy Futures) Act 2022 and health priorities.</li> <li>▪ Drives changes in practice and/or models of care, in line with evidence based practice (where available), research evidence and audit activity aligned with the strategic direction of the profession and organisation.</li> <li>▪ Actively leads profession to monitor, review and adapt practice where evidence does not support current practice including the cessation of practice that does not align to the principles of the Pae Ora (Healthy Futures) Act 2022 and health priorities.</li> <li>▪ Champion the Social Work profession to pursue research and knowledge-building required for practice improvement.</li> <li>▪ Establishes working partnerships with consumers, other services / external organisations to promote safe and integrated working that improves the outcomes and experience of patients / clients</li> <li>▪ Ensures profession specific (and inter-professional) protocols, pathways and policies are developed, maintained and aligned with evidence based practice. Where appropriate seeks out, shares and develops these across services to promote integration and consistency in service delivery for patients/clients across the region.</li> <li>▪ Actively participates in national, regional and sub-regional working groups / clinical networks to identify and implement service improvements as appropriate.</li> <li>▪ Practises in a way that utilises resources (including staffing) in the most sustainable and cost effective manner.</li> <li>▪ Awareness of and complies with all legislative, contractual and employment requirements as applicable to the role (e.g. Privacy Act 2000, Children's Act 2014, Health &amp; Safety at Work Act 2015, ACC service specifications etc.)</li> </ul>

## Key Relationships & Authorities

---

Reports to:  
Director Allied Professions

### Internal Stakeholders

- Team Leaders/, Operations Managers
- Other Professional Leaders
- Clinical staff
- AHST Leadership Team
- Group Managers
- Medical Clinical Directors and Leaders
- Nursing Directors and designated nursing roles
- People & Communications
- Māori Health team
- Pacific Health unit
- Organisational Culture & Development
- Centre of clinical excellence and Quality team
- Other Districts, particularly those within the region
- Other relevant Health NZ staff

### Professional Leader Social Work

### External Stakeholders:

- Relevant Professional Board and Association
- Tertiary Education Providers
- Regional & National Leaders networks
- Health Providers working in Community/Primary Care
- Consumers
- Iwi, Rūnaka and Māori providers
- Pacific providers (NGOs, PHOs)
- Unions

### Direct reports:

- no direct reports
-



---

## 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>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>▪ Can present the unvarnished truth in an appropriate and helpful manner</li><li>▪ Keeps confidences</li><li>▪ Admits mistakes</li><li>▪ Doesn't misrepresent her/himself for personal gain</li></ul>
<b>Quality and 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>Motivating Others</b>	<ul style="list-style-type: none"><li>▪ Creates a climate in which people want to do their best</li><li>▪ Can motivate many kinds of direct reports and team or project members</li><li>▪ Can assess each person's hot button and use it to get the best out of him/her</li><li>▪ Pushes tasks and decisions down</li><li>▪ Empowers others</li><li>▪ Invites input from each person and shares ownership and visibility</li><li>▪ Makes each individual feel his/her work is important</li><li>▪ Is someone people like working for</li></ul>
<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</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>Taking Responsibility</b>	<ul style="list-style-type: none"><li>▪ Is results focussed and committed to making a difference</li><li>▪ Plans and organises work, allocating time to priority issues, meeting deadlines and coping with the unexpected</li><li>▪ Adjusts work style and approach to fit in with requirements</li><li>▪ Perseveres with tasks and achieves objectives despite obstacles</li><li>▪ Is reliable - does what one says one will</li><li>▪ Consistently performs tasks correctly - following set procedures and protocols</li></ul>

Competency	Behaviours
<b>Decision Quality</b>	<ul style="list-style-type: none"> <li>▪ Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment</li> <li>▪ Most of his/her decisions and suggestions turn out to be correct and accurate when judged over time</li> <li>▪ Sought out by others for advice and solutions</li> </ul>
<b>Process Management</b>	<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> <li>▪ Gets more out of fewer resources</li> </ul>
<b>Partnership with Māori</b>	<ul style="list-style-type: none"> <li>▪ Understands the principles of Te Tiriti o Waitangi and how these apply within the context of health service provision</li> <li>▪ Applies the notion of partnership and participation with Māori within the workplace and the wider community</li> <li>▪ Promotes and participates in targeting Māori health initiatives by which Māori health gains can be achieved</li> <li>▪ Implements strategies that are responsive to the health needs of Māori</li> </ul>

## Experience and Capability

Essential qualifications, skills and experience

### A. Knowledge, Skills & Experience:

- Expectation of at least 6 years practice working in a health or other relevant setting.
- Advanced clinical experience and knowledge. Desirable for this to be across a range of settings (e.g. hospital and community).
- Demonstrated leadership skills or potential.
- Experience of leading, motivating and developing others.
- Demonstrated commitment to quality, safety and clinical governance.
- Experience in collaborative inter-professional practice.
- Evidence of on-going professional development.
- Knowledge of, and familiarity with, other health services including the differing paradigms in which they deliver health services.
- Demonstration of research and practice development.

### B. Professional Qualifications / Accreditations / Registrations:

- Relevant qualification in the profession (essential).
- Registered Allied Health practitioner with current annual practicing certificate, or certification/membership of professional association if registration not applicable (essential).
- Member of Professional Association (desirable) for professions with annual practicing certificates.
- Relevant post graduate qualification(s) or working towards this (desirable).

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

- Focused on delivering high quality care for the patient/client/whānau.
- Enjoys working across teams and services – providing mentoring and expert advice.
- Continual improvement focus.
- Innovative and an ability to influence.
- A commitment and understanding of the Treaty of Waitangi (and application to health) and a willingness to work positively in improving health outcomes for Māori.

**D. Other:**

- Current full NZ driver's licence with ability to drive a manual and automatic car (required for roles based in the community or where the role may be required to work across multiple sites).
- Proficiency in using technology within the workplace.
- Excellent communication skills and collaborative ability.

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

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.