

Position Description

Position	Allied Professions Workforce Development Coordinator Kairuruku Whanaketanga Tira Kaimahi
Team / Service	Allied Professions Workforce Development Team
Group	Allied Professions Leadership Team
District	Capital, Coast & Hutt Valley
Responsible to	Director Allied Professions – Workforce Development
Children's Act 2014	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
Location	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
- 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 Wao Nui, the Child Health Service for the Wellington Region and Central New Zealand based in the new purpose built children's hospital on the Wellington Regional Hospital campus, supports babies to adolescents with medical conditions or who may need paediatric surgery. It provides both hospital and outpatient services.

Women's Health Services provide tertiary level maternity care in Wellington and Hutt Regional Hospitals and a Primary Birthing Unit in Kenepuru. The provision of services from Women's Health encompass community-based primary LMC care and breastfeeding support, and tertiary level obstetrics, gynaecology, and other specialist services.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti 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:

- 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.

Te Mauri o Rongo | The New Zealand Health Charter

The foundation for how we ensure our people are empowered, safe and supported while working to deliver a successful healthcare system, is Te Mauri o Rongo – the New Zealand Health Charter. It guides all of us as we work towards a healthcare system that is more responsive to the needs of, and accessible to all people in Aotearoa New Zealand.

It applies to everyone in our organisation and sits alongside our code of conduct as our guiding document.

Te Mauri o Rongo consists of four pou (pillars) within it, including:

Wairuatanga – working with heart, the strong sense of purpose and commitment to service that health workers bring to their mahi.

Rangatiratanga – 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.

Whanaungatanga – 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.

Te Korowai Āhuru – a cloak which seeks to provide safety and comfort to the workforce.

These values underpin how we relate to each other as we serve our whānau and communities. Together we will do this by:

- caring for the people
- recognising, supporting and valuing our people and the work we all do

- working together to design and deliver services, and
- defining the competencies and behaviours we expect from everyone.

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.

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.

Team/Service Perspective

This position will be part of the Allied Professions Workforce Development Team, which is part of the wider Allied Professions Leadership Team. This team will be responsible for supporting the Chief Allied Health Scientific and Technical's role of providing leadership for the Allied Professions across the district.

Purpose of the role

The position enables and supports the provision of a range of professional learning and development solutions that develop the capability of the allied professions. The position also supports key workforce development initiatives that align to the overall strategic direction of the organisation.

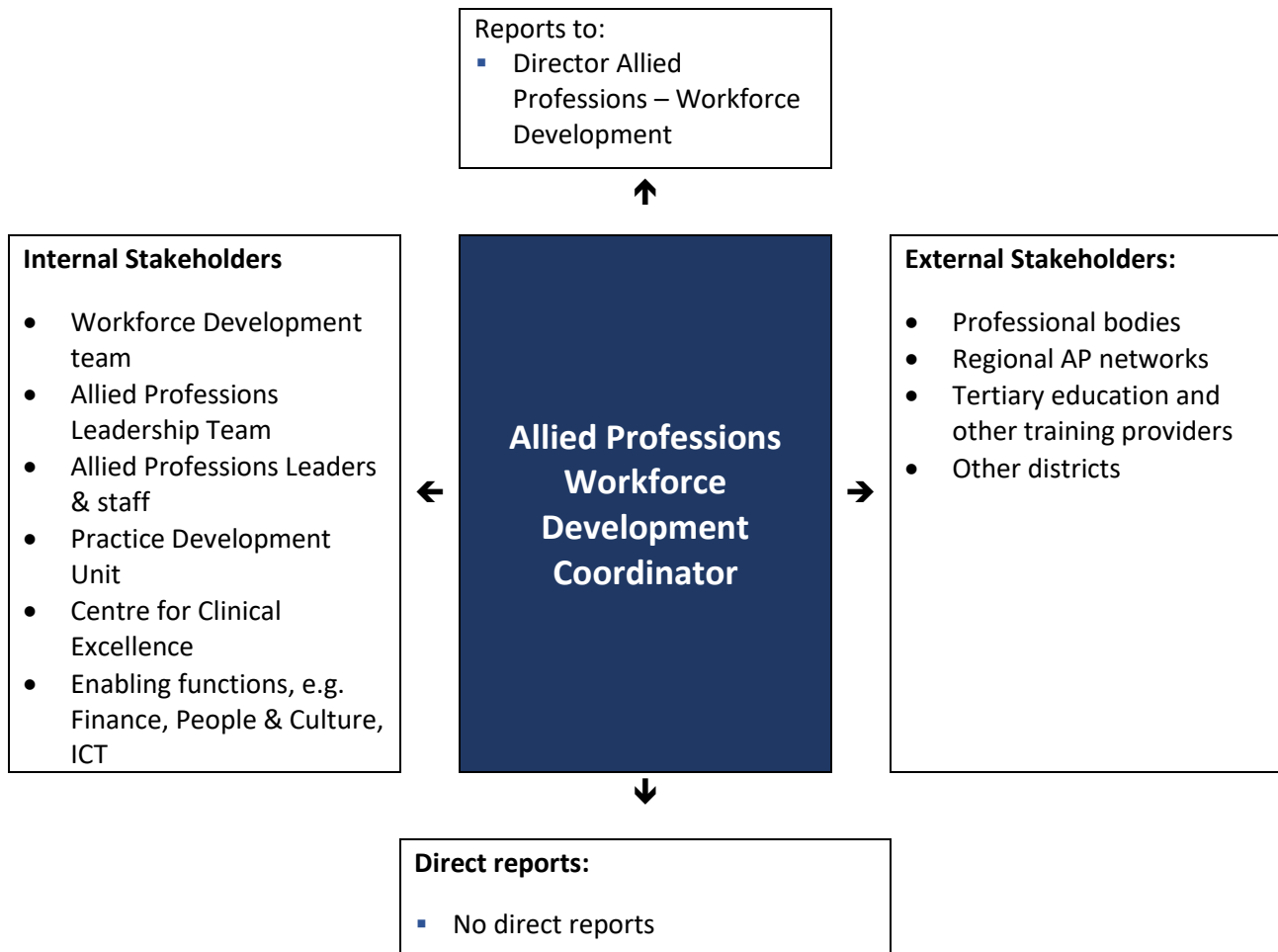
Key Accountabilities

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. Learning solutions	• Undertakes learning needs analysis to enable the development and delivery of appropriate learning solutions • Designs and develops learning solutions that use the most appropriate and effective methodology to achieve the required outcomes and are cost and time efficient • Manages the development of learning solutions by third parties, ensuring they meet required learning and Allied Professions standards

Key accountabilities	Deliverables / Outcomes
	• Delivers learning and development activities using a range of methodologies • Puts in place and implements systems to evaluate learning and development interventions to ensure they meet objectives • Assists with and/or manages the development of professional development/competency frameworks • Drives and supports continuous learning and development improvement activities.
2. Leadership	• In agreement with Director Allied Professions Workforce Development, delivers a work plan with key performance indicators that are aligned with the strategies and plans of the Allied Professions Leadership Team • Provides regular and ad-hoc reports on learning and development activities • Participates and represents the Allied Professions and the district at forums or committees as required
3. Project management	• Ensures that learning and development projects are established and managed effectively, i.e. project plans are established and monitored and project methodology is followed
4. Relationship management	• Builds and maintains effective relationships across the district and with external partners, which support and enable the design and delivery of learning and development activities
5. Te Tiriti o Waitangi	• Understands Te Tiriti o Waitangi within the context of health service provision • Leads others to understand the organisations Treaty of Waitangi policy and its application to district work and services • Encourages meaningful engagement in decision-making with Tangata Whenua at strategic, operational and service levels • Challenges current processes and thinking, leading the development of new thinking that will deliver equitable outcomes with Māori enjoying and achieving health outcomes as Māori
6. Health & Safety	• Complies with responsibilities under the Health & Safety at Work Act 2015 • Has read and understood the Health & Safety policy and procedures • Actively supports and complies with Health & Safety policy and procedures

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
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 • Does not misrepresent him/herself for personal gain
Interpersonal Savvy	• Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation • Builds appropriate rapport • Builds constructive and effective relationships

Competency	Behaviours
	• Uses diplomacy and tact • Can diffuse even high-tension situations comfortably
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 answer
Process management	• Good at figuring out the processes necessary to get things done • Knows how to organize people and activities • Understands how to separate and combine tasks into efficient work flow • Knows what to measure and how to measure it • Can see opportunities for synergy and integration where others can't • Can simplify complex processes
Quality & Innovation	• Provides quality service to those who rely on one's work • Looks for ways to improve work processes - suggests new ideas and approaches • Explores and trials ideas and suggestions for improvement made by others • Shows commitment to continuous learning and performance development

Experience and Capability

Essential qualifications, skills and experience

A. Knowledge, Skills & Experience:

- Design, delivery and evaluation of learning and development interventions
- Knowledge of adult learning
- Project coordination/management
- Knowledge of health environments, including hospital and community care settings
- Experience of implementing quality improvement processes
- Demonstrated clinical experience
- Good ICT skills including MS Office products – Word, Excel, PowerPoint
- Well-developed interpersonal skills – able to relate to a range of people
- Good written and verbal communication skills – ability to produce presentations and other learning collateral
- Good administration and organisational skills including planning and prioritisation of work
- Problem solving skills

B. Essential Professional Qualifications / Accreditations / Registrations:

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

C. Personal attributes:

- Discrete and confidential
- Calm under pressure
- Strong focus on providing the best support and help to service users
- Able to use initiative and work autonomously and with minimal direction
- Adaptable and able to cope with an ever changing agenda
- Energetic, enthusiastic with a can-do attitude
- Accuracy and confidentiality
- Integrity and trust.

D. Other:

- Current full NZ driver's licence

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