

# Position Description

## Project Manager (with a focus on the Acute Flow Programme), Hospital & Speciality Services

<b>Region</b>	Central	
<b>District</b>	Capital, Coast and Hutt Valley	
<b>Directorate</b>	Hospital & Specialist Services	
<b>Manager</b>	Acute Flow Programme Director	
<b>Location</b>	The primary base will be Wellington Regional Hospital. As this role supports the Capital, Coast and Hutt Valley (CCHV) district, travel to and development of a presence on each site within the sub-region may be required.	
<b>Reports</b>	<b>Direct</b> Nil	
<b>Key relationships</b>	<b>Internal</b> <ul style="list-style-type: none"> <li>• Group Operations Managers</li> <li>• Charge Nurse Managers</li> <li>• Hospital Service Teams and Staff</li> <li>• People &amp; Capability</li> <li>• Quality &amp; Patient Safety</li> </ul>	<b>External</b> <ul style="list-style-type: none"> <li>• Project Sponsors</li> <li>• Communication</li> <li>• Data&amp; Digital</li> <li>• Planning, Funding &amp; Outcomes</li> <li>• Project Business Owners</li> <li>• Project Stakeholders</li> <li>• Vendors</li> </ul>
<b>Delegation authority</b>	<b>Finance</b> – Budget delegation TBC	The position will have delegations in accordance with the District Delegations Policy for financials.
<b>Matters which must be referred to Group Director Operations</b>	<ul style="list-style-type: none"> <li>• Deteriorating financial issues</li> <li>• Health targets not met</li> <li>• Escalating human resources issues</li> <li>• Major quality, risk or safety issues</li> <li>• Serious clinical standards failure</li> <li>• Any matter that may affect the reputation of the service/s or CCHV</li> </ul>	
<b>Children’s Act 2014</b>	This position is not a children’s worker, requiring a safety check with the Ministry of Justice vetting before commencing.	
<b>Date</b>	24 March 2026	

## National Context

The Government's vision is to build a healthcare system that achieves healthy futures / pae ora for all New Zealanders, where people live longer in good health and have improved quality of life, and where there is equity in outcomes for Māori and communities with inequities.

Health NZ is a Crown agency working in partnership to build a healthcare system that is equitable and 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. In doing so, the totality of the reforms are expected to achieve five system shifts. This includes:

1. The health system will reinforce te Tiriti o Waitangi 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. When people need emergency or specialist healthcare this will be accessible and high quality for all.
4. Health and care workers will be supported, valued and well trained for the future health system
5. Digital services will mean that many more people will get the care they need in their homes and local communities.

## District description

Capital, Coast and Hutt Valley cover the greater Wellington, Kapiti and Hutt Valley region, providing hospital and health services in primary, secondary and tertiary health care total population base of approximately 445,000 citizens.

The district vision is simple – we know that by working together as one team across the district we can create a better health system with better health outcomes for our communities and make better decisions.

Our health institutions are the heart of meeting and improving the health outcomes of all the constituent populations 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
- Work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- Deliver health services 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.

Capital, Coast is primarily responsible for the hospital and health services delivered via the Wellington Regional Hospital in Newtown, a secondary and community facility at Kenepuru in Porirua, a Forensic Rehabilitation and Intellectual Disability Hospital at 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.

Hutt provides secondary and tertiary, medical and surgical hospital services alongside community based health care from its main facility, Hutt Hospital in Lower Hutt City. It is also the centre for four tertiary regional and sub-regional services – Plastics, Maxillofacial and Burns Services, Rheumatology, School Dental Services, and Regional (Breast and Cervical) Screening Services.

## Team/Service Perspective

Service delivery within a hospital setting is dynamic and involves continuous improvement and innovation. The successful candidate will be responsible to supporting the Hospital and Specialist Services Leadership Group to deliver their key improvement priorities.

The Government has established five targets to support the delivery of better health outcomes for New Zealanders and to help improve the performance of our health services across the country:

- 90% of patients receive cancer management within 31 days of the decision to treat
- 95% of children fully immunised at 24 months of age
- 95% of patients to be admitted, discharged or transferred from ED within 6 hours
- 95% of people wait less than 4 months for a first specialist appointment
- 95% of people wait less than four months for elective treatment

Despite the targets being ambitious, Capital, Coast and Hutt Valley is generally meeting or exceeding expected milestones on all health targets.

## Position Purpose

This role reports to the Acute Flow Programme Director, and works in partnership with the Hospital & Speciality Service Leadership Group in the management of assigned projects and service development initiatives. This role's major focus being the acute flow programme supporting improvements in CCHV SSED health target performance.

This is a highly collaborative role that will need to actively build and maintain relationships with all stakeholders and their teams.

## What you'll do

This role will work closely with the Group Managers to support hospital and specialist services in meeting their objectives. The successful candidate will:

- Leading the planning and implementation of projects and initiatives
- Co-ordinating project team members and other resources
- Managing each project and reporting progress/ variances against the project plan
- Change management and service improvement processes utilised
- Managing each project within budget and resource allocation
- Participating as a member of user/ stakeholder groups as appropriate
- Facilitating problem resolution and ensuring customer requirements are met
- Ensuring effective risk management and change management occurs for all projects
- Building and managing effective relationships between Clinicians, Communications and Data & Digital
- Following the defined project methodologies and delivery requirements as needed for each project
- A key focus is on a knowledge of patients and patient care

## Leadership profile: Individual Contributor

Takes ownership of the work they deliver and the way they collaborate and engage with others

Lead self	Lead others	Lead the Organisation
<p>Be an exemplar of the Agency's desired culture and Public Sector Spirit of Service</p> <p>Effectively plan, prioritise and deliver work that you are accountable for</p> <p>Draw on data, insights and critical thinking to deliver work outcomes for your team and the Agency</p> <p>Take responsibility for your professional development, seeking support from your manager and the Agency where required</p>	<p>Has strong interpersonal skills, can work collaboratively and has the ability to bring teams together to create a shared vision and resilience and confidence to deliver it</p> <p>Champion an inclusive, diverse and safe workplace where people thrive</p> <p>Convene and collaborate with key stakeholders</p> <p>Is visible, responsive, has a can-do attitude and makes decisive decisions</p>	<p>Ensure you understand CCHV's strategy and how your role fits into the bigger picture</p> <p>Ensure you understand, embrace and operationalise the principles of Te Tiriti o Waitangi</p> <p>Understand the impact of the work you deliver and how this relates to other work across the Agency and the sector</p> <p>Ensure you understand and adhere to the Agency's policies and processes that are relevant to your role and the work you deliver</p>

## Leadership Success Profile

Competency	Behaviours
<b>Project Management - Leadership</b>	<ul style="list-style-type: none"> <li>• Manage project and reporting progress/variances against the programme plans</li> <li>• Lead the project in accordance with defined standards to ensure project objectives and business needs are met</li> <li>• Ensure effective issue and risk management and change management occurs for all projects and initiatives</li> <li>• Be a focal point for the team for communication and issue identification, resolution and escalation.</li> <li>• Project methodology and process is followed</li> <li>• Manages change control for projects to ensure that any time, scope or quality changes are escalated and resolved appropriately</li> </ul>
<b>Relationship Management - Teamwork</b>	<ul style="list-style-type: none"> <li>• Leading on specific service development initiatives as assigned</li> <li>• Demonstrates a high degree of professionalism in all behaviours</li> <li>• Builds and maintains effective working relationships</li> <li>• Feedback from peers and stakeholders confirms that networks are effective and working relationships are excellent.</li> </ul>
<b>Achieving equitable outcomes</b>	<ul style="list-style-type: none"> <li>• Provide leadership and facilitation to ensure the programme retains focus on achieving equitable health outcomes at all stages of planning, development, and delivery.</li> </ul>
<b>Activity and resource planning</b>	<ul style="list-style-type: none"> <li>• Clear and concise documents guide both project execution and project control</li> <li>• Develops project schedules including Activity definition, Activity sequencing, Activity duration estimating, Schedule development and Schedule control</li> <li>• Cost estimating and budget development</li> </ul>
<b>Quality management</b>	<ul style="list-style-type: none"> <li>• Stakeholder satisfaction</li> <li>• Project risks are identified and analysed and mitigation strategies developed</li> </ul>

Competency	Behaviours
	<ul style="list-style-type: none"> <li>• Risks are effectively managed and communicated to management</li> <li>• Performance and progress against goals and targets is monitored and measured</li> <li>• Managing reports and necessary documentation</li> <li>• Development and active monitoring of indicators to ensure services are delivered to the expected quality and in accordance with agreed outputs/outcomes</li> </ul>
<b>Health &amp; Safety, Compliance and Reporting</b>	<ul style="list-style-type: none"> <li>• Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes.</li> <li>• Ensures active management and compliance with all relevant statutory, safety and regulatory requirements applicable to the team.</li> <li>• Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place.</li> <li>• Understands, and operates within the financial and operational delegations of their role, ensuring peers and team members are also similarly aware.</li> </ul>
<b>Te Tiriti O Waitangi</b>	<ul style="list-style-type: none"> <li>• Is actively committed to learning, growing, strengthening and applying Te Arawhiti Māori Crown Relations Capability Framework for the Public Service -</li> <li>• Lead yourself and others to build capability to understand Te Tiriti of Waitangi, mātauranga Māori, and kaupapa Māori and their application to services within your Group</li> <li>• Can build cultural competence, cultural intelligence and cultural safety</li> <li>• 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.</li> <li>• Prioritises and promotes the implementation of Te Whatu Ora's Māori health strategy and proactively targets Māori health initiatives by which Māori health gains can be achieved</li> </ul>

## Other aspects of capability not covered by the above competencies

### Honouring te Tiriti o Waitangi

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i ōna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi. Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

## Your health, safety and wellbeing

At HNZ we expect all of our Individual Contributors to:

- Help maintain a safe working environment within the Agency by complying with and supporting all health and safety policies, guidelines and initiatives
- Know what to do in the event of an emergency or if a health and safety incident or near miss occurs
- Know how to keep yourself and others safe at work from hazards and risks relevant to your role.

## Diversity and Inclusion

HNZ welcomes and supports people of all gender identities, ages, ethnicities, sexual orientations, disabilities and religions. A requirement of this role is to actively support and promote our diversity and inclusion principles.

## What you'll bring to the role

### A. Knowledge, Skills & Experience:

- +3 years Project Management experience and/or experience applying project methodologies and tools – Project Management certification is preferred but not required
- Experience working in a hospital environment is preferred but not required
- Familiarity with change management tools, methodologies and best practices
- Excellent written and verbal communication skills with experience of successfully presenting to or facilitating for small and large groups.
- Can negotiate skilfully in tough situations with both internal and external stakeholders
- Knowledge of Te Tiriti o Waitangi principles

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

- A relevant tertiary qualification and/or significant work experience in a related field
- Project management qualification such as PRINCE2 or PMP – preferred but not essential

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

- Achieving ambitious goals
- Managing work priorities to ensure successful delivery of projects
- Is delivery and results focussed and committed to making a difference
- Developing and maintaining collaborative and productive relationships
- Is committed to achieving equity amongst our populations and within our communities.