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| **POSITION DESCRIPTION** REGIONAL PROGRAMME FACILITATOR PALLIATIVE CARE WORKSTREAM | *South Island Alliance Programme Office* |

JULY 2018

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| **POSITION TITLE:** | Regional Programme Facilitator for the Palliative Care Workstream |
| **REPORTS TO:** | This position is accountable to the South Island Alliance Programme Coordinator  Position holder will work closely with the Child Health Service Level Alliance Chair |
| **BACKGROUND**  The South Island Alliance Programme Office supports the South Island District Health Boards (DHBs) Best for People, Best for System Alliance framework. This includes governance, leadership and operational components. The South Island Alliance Programme Office is a hosted business unit within the Canterbury District Health Board (CDHB) who provide support services.  The SIA Programme Office provides regional planning and support services for the South Island Alliance teams and regional forums endorsed by the South Island Alliance Leadership Team made up of all the South Island DHB Chief Executives. This includes involvement in strategy, regional planning, service development, facilitation, project/programme management, service improvement, monitoring and secretariat support. Programmes of work, under various titles, are managed by programme specialists who are recruited to these positions for their subject matter expertise and skill base in their programme area of work. These specialists are from a background that compliments the programme in which they work and therefore are highly experienced and knowledgeable in their area of work.  **ROLE REQUIREMENTS**  By nature, the role is eclectic, requiring a range of skills at senior level with a significant experience base. Key in this area is that of relationship development and management and the ability to work in this way across five diverse DHBs with a wide geographical spread. The Regional Programme Facilitator is able to deliver outcomes for the South Island Alliance based in strong, trust based working relationships with senior managers, senior clinicians and other influencers from across the health spectrum. The reach of this role also includes collaborators, participants and influencers from other sectors such as (but not exclusively), the social and education sectors  A baseline function related to the specific programmes of work is that of the facilitation of teams of collaborators in a service level alliance or workstream context. This requires advanced skills in facilitation, particularly where these teams include a range of subject matter experts from across the health and social sectors. Successful interaction with these participants therefore requires the Regional Programme Facilitator to have significant clinical and/or managerial process, knowledge and experience from a health or social sector context.  Given that all programmes of work are required to define detailed workplans and associated deliverables against clear milestones and dates, the components of programme and project management are also required in the skillset.  Through the Programme Office, the South Island Alliance also provides programme management via formally contracted work with the Ministry of Health and other government departments in both short and longer term formats and projects/programmes of work. Regional Programme Facilitators are required to integrate any discreet project work seamlessly into the wider programme and working closely with managers within the MoH is key to success of these projects/programmes.  This role therefore requires a high level of expertise and professionalism working with diverse health or other governmental and non-governmental organisations, from senior level staff through to consumers and Maori representatives. Working alongside a multidisciplinary and intersectorial team is required to ensure all health stakeholders are represented. The role is focused on providing a high quality programme for the five stakeholder DHBs and with key stakeholders across the sector and across agencies that is on time and within budget. Some Programme Facilitators will be involved with National pieces of work, others will at least be knowledgeable about what is happening nationally. | |

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| **Key Responsibilities** | * Strategic planning to support the SLA or Workstream identifying a 1 to 3 year plan and articulate the Regional Service Plan each year * To coordinate and support the South Island Alliance SLAs/Workstreams to achieve the outcomes agreed in annual work plans, and, as agreed by the South Island Alliance Leadership Team (SI ALT) * To lead and manage projects from the agreed Regional Health Services workplan * To work closely with the elected Chairs and members to ensure that the SLA/ Workstream workplan and activity requirements are delivered in a timely fashion and of high quality * To identify and present researched initiatives for discussion and agreement * To identify risk and act accordingly * To actively promote collaboration and integration between DHBs, Ministry of Health and other agencies across the sector to achieve the goals of the SLA/Workstream programme * To provide a high quality level of education, facilitation and leadership skills to the SLA/Workstreams * Contribute to the reputation of the South Island Alliance Programme Office as a credible and professional organisation providing support to the South Island Alliance. | |
| **Key Capabilities** | * An understanding and commitment to the Treaty of Waitangi and its impact on health planning and funding. * Demonstrated extensive knowledge of the New Zealand health sector and ideally to have worked in the health sector. * Have a qualification that is either clinical, managerial or health related. * Demonstrate knowledge of activity within other sectors that relate to improving health outcomes. * Project management experience, with an emphasis on clinical projects or health service development projects. * The ability to identify health issues and propose development opportunities. * The ability to influence DHBs and other key stakeholders, once a mandate has been agreed * Excellent inter-personal relationship and teamwork skills, supported by excellent communication and organisational skills. * Demonstrated excellence in outcomes focussed reporting. * An understanding of the application of epidemiology and biostatistics principles to health service planning is desirable. | |
| **Key Relationships** | **Internal:**   * South Island Alliance Programme Coordinator and other Service Level Alliance/Workstream Regional Programme Managers * SIAPO teams with Information Services, Workforce Development Hub and Southern Cancer Network * General Manager South Island Alliance Programme Office (SIAPO) * SLA/Workstream Chairs * Membership of SLA/Workstream * South Island Alliance teams * South Island General Managers Planning & Funding Network * South Island DHB Planning and Funding Managers * South Island DHBs Clinical and Management staff * Clinical leads such as DONs, DAHs, DHB Midwifery Leaders * Strategic Planning & Integration Team (SPaIT) | **External:**   * Maori representatives * Pacifica representatives * Consumer representatives on SLAs and Workstreams * Ministry of Health team and other relevant business units * PHO and general practice team members * Other DHB Regional Shared Agencies * NGO organisations * National Network groups * Relevant interagency groups e.g Education, Social Development |

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| **KEY PERFORMANCE OBJECTIVES:** | |
| **Task** | To plan and undertake the Programmes priority areas of work, as outlined in the annual Workplan and as agreed by Regional SLA/Workstream members. Priority areas of work may change over time. |
| **Measures** | * Ensure priorities are adequately scoped and agreed prior to commencement * Ensure agreed deliverables and outputs (including monitoring reports) are achieved and are of high quality * Work alongside SLA/Workstream Chair to communicate work required towards the Plan * Effective communication and relationships with key stakeholders are developed and maintained. Raise issues that may lead to project time line and outcomes and / or service or financial risk, by reporting to the Regional SLA/Workstream members and SIA Programme Coordinator as appropriate. |
| **Task** | **To lead and manage projects within the programme from the agreed Workplan** |
| **Measures** | * Projects are led utilising sound project/programme management skills and methodology * Terms of reference and project objectives for specific projects are developed in consultation with the Programme members * Work alongside the SLA/Workstream Chair to manage the Workplan and direct members to areas of work they need to make contribution to * Key stakeholders for the project(s) are identified and effective communication (including consultation) and relationships developed and maintained * Manage the Workplan and its actions with subject matter expertise * Agreed project management tools are used to develop project plans including timeframes, milestones, performance indicators, activities, resource, risk identification/minimisation and financial implications * Ensure agreed deliverables and outputs (including monitoring reports) are achieved and are of high quality. |
| **Task** | **To report progress against Workplan to key groups within the South Island Alliance.** |
| **Measures** | * Collaboration and integration between DHBs, Ministry of Health, National Health Board and other agencies is actively promoted * Timely reports on the objectives and deliverables of agreed initiatives and tasks related to the Programmes are achieved * Reports are tailored to their audience, are succinct, timely and informative. |
| **TASK** | **Ensure professional working relationships with all stakeholders** |
| **MEASURE** | * Engage and partner with appropriate DHB staff, SLA/Workstream members and other stakeholders to ensure solutions are fit-for-purpose, align with strategy and meet South Island needs * Establish and maintain effective working relationships with key SIAPO staff * Facilitate constructive quality dialogue to mitigate SLA/Workstream or team conflict and communication issues. |
| **Task** | **Contribute to the reputation of the South Island Alliance Programme Office as a credible and professional organisation providing support to the South Island Alliance.** |
| **Measures** | * Represent the South Island Alliance Programme Office in dealings with the public and the health sector in a way that enhances the perception of South Island Alliance Programme Office as a professional organisation * Keep up to date with current practice and knowledge in-keeping with the reputation of being a subject matter expert of subject area * Maintains professional standards of presentation, conduct and relationships with all stakeholders and South Island Alliance Programme Support Office staff. |
| **Task** | **Contribute to team culture and development within the South Island Alliance Programme Office** |
| **Measure** | * Attend and contribute actively to the South Island Alliance Programme Office team meetings and planning days * Be an effective and flexible resource to meet the changing work and business needs of South Island Alliance Programme Support Office and the SI Public Health Units * Promote a friendly and supportive team environment that is responsive, accountable and professional, and client focused. |

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*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff Members may be requested to perform job-related tasks other than those specified.*