

# POSITION DESCRIPTION

This position description is a guide and will vary from time to time, and between services and/or units to meet changing service needs



February 2019

**The West Coast District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.**

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| <b>Position Title:</b>    | Project Coordinator, Maori Health  |   |
| <b>Reports to:</b>        | General Manager, Maori Health  |   |
| <b>Key Relationships:</b> | <p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>▪ General Manager, Maori Health</li> <li>▪ Portfolio Manager, Maori Health</li> <li>▪ Administrator, Maori Health</li> <li>▪ Clinical Leads – Nursing, Allied Health, Mental Health</li> <li>▪ Operations Managers, Integrated Health Services – Central, Southern and Northern</li> <li>▪ Director of Nursing</li> <li>▪ Planning and Funding Portfolio Managers</li> <li>▪ Director of Allied Health, Scientific &amp; Technical</li> <li>▪ Clinical Nurse Manager Population Health</li> <li>▪ People &amp; Capability Team</li> </ul>   | <p><b>External:</b></p> <ul style="list-style-type: none"> <li>▪ Tatau Pounamu/Iwi Relationship Board</li> <li>▪ Te Putahitanga o Te Waipounamu - Whanau ora Commissioning Agency</li> <li>▪ Papatipu Runaka/Maatawaka</li> <li>▪ Maori Health Providers</li> <li>▪ Public Health teams</li> <li>▪ Primary Health Care teams</li> <li>▪ West Coast PHO</li> <li>▪ External service providers, agencies and forum groups</li> <li>▪ Other DHB portfolio leads, colleagues and staff</li> <li>▪ Ministry of Health portfolio leads</li> <li>▪ Consumer representatives</li> </ul> |
| <b>Role Purpose:</b>      | <p>It is a priority of the WCDHB to address significant differences that occur in the health of Maori and non-Maori on the West Coast, to carry out the goals and objectives of the NZ Health and Disability Act 2001 and distribute population based health. The WCDHB aims to strengthen the way their health services are delivered to encourage a greater uptake and usage of health services by Maori to drive the reduction of health inequalities.</p> <p>The Maori Health Project Coordinator takes a leadership role within this mahi by working with the Hauora Maori Team and collaboratively across the sector to drive strategies and build relationships that will increase access and ultimately improve health outcomes for Maori.</p> <p>Within the context of the above, a critical imperative is the development and implementation of Maori Health Strategies within the Annual Plan – these deliverables are expectations of the Ministry of Health and it is the Hauora Maori team’s role to ensure robust accountability measures and to monitor and evaluate against these strategies.</p> |   |

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| <b>Complexity:</b> | The reasons for health inequalities are complex and generally beyond the control of the groups most affected. The New Zealand Health Strategy identifies the need to reduce inequalities in health and that a co-ordinated population health approach is critical to achieving this. This approach takes into account all the factors that influence health and how they can be tackled to improve health inequalities which are a complex and varied combination of factors. |
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## KEY ACCOUNTABILITIES:

| The 'role title' is responsible for:   | Expected Outcomes  |
|--|--|
| <p><b>1. Contribute to DHB service planning and implementation with a focus on reducing Maori health inequalities.</b></p> | <ul style="list-style-type: none"> <li>• Be familiar with relevant evidence and literature regarding Maori health inequalities, Maori health status and Maori health needs on the West Coast.</li> <li>• Lead or contribute to West Coast and Canterbury DHB policy development to strengthen the platform to accelerate reduction of Maori health inequalities.</li> <li>• Actively support and contribute in alliance work streams and local, regional or national forums, to advocate for the prioritisation of measurable Maori health improvement.</li> <li>• Within the context of Whanau Ora, work with other agencies such as Whanau Ora commissioning agencies, Ministry of Education, Ministry of Social Development and other government agencies to develop and implement inter-sectoral initiatives aimed at addressing the socio-economic determinants of health in high needs and Maori communities throughout the rohe of Te Tai Poutini.</li> <li>• Actively contribute to service development and improvement projects, and provide project support, to ensure project expectations and measurable benefits for the improvement of health equity are realised.</li> <li>• Work with the WCDHB Provider Arm and Planning and Funding to develop and implement projects to reduce Maori health inequalities.</li> <li>• Understand Provider issues of capability, capacity and reconfiguration and maximise opportunities for sector change and innovation to improve outcomes for Maori.</li> </ul> |
| <p><b>2. Improve Mainstream responsiveness to Maori within the DHB</b></p>   | <ul style="list-style-type: none"> <li>• Work with clinical staff and teams locally by providing support and advice to improve Maori responsiveness in clinical settings and to remove barriers for Maori to affordable, high quality and equitable health and disability services.</li> <li>• Design and deliver cultural awareness programmes for management and staff of the DHB. Ensure the framework and programmes used in the WCDHB suitably reflect the tikanga</li> </ul>   |

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|  | <p>and kawa of Te Tai o Poutini.</p> <ul style="list-style-type: none"> <li>• Embed the use of equity assessment tools to ensure a robust process is in place for people making funding, planning, and clinical and policy decisions and ensure that training is in place for those using the tools.</li> </ul>  |
| <p><b>3. Workforce Development</b></p> | <ul style="list-style-type: none"> <li>• Participate in the ongoing development and implementation of the Maori Workforce Pipeline.</li> <li>• Liaise with Learning and Development on all aspects of internal Maori responsiveness training with a goal of 80% of clinical and non-clinical staff participates in cultural awareness training.</li> <li>• Oversee the development and delivery of Treaty/Maori /Cultural awareness training throughout the WCDHB.</li> <li>• Oversee the annual process for allocating and administering the Health Workforce NZ Hauora Maori Funding available to support the non-regulated Maori workforce to develop formal competencies.</li> <li>• Oversee the annual process for the provision of cultural support for non-regulated and regulated Maori workforce.</li> <li>• Participate in the panel to ensure Maori are applying for and achieving success in gaining WCDHB scholarships and studentships.</li> <li>• Work in partnership with the People and Capability team to develop and implement programmes to increase Maori recruitment and retention in WCDHB to agreed targets</li> <li>• Lead the ongoing development and implementation of the Takarangi Cultural Responsiveness Framework across the WCDHB and broader health sector.</li> </ul> |
| <p><b>Professionalism</b></p>          | <ul style="list-style-type: none"> <li>• Conducts self with a high level of professionalism at all times</li> <li>• Professional networks are developed and maintained throughout the West Coast health sector (DHB, PHO, CPH, WC GP's)</li> <li>• Responds to requests from health professionals in a timely manner.</li> </ul>   |

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| <b>Contract Management</b>          | <ul style="list-style-type: none"><li>• Contribute to the negotiation of service contracts with providers of Maori health services.</li><li>• Work alongside the Planning and funding team to ensure service contracts are developed that reflect equity gaps between Maori and non-Maori and monitor delivery, to ensure that service performance and priorities reflect those equity gaps.</li><li>• Improve quality and effectiveness of services provided through appropriate purchasing</li><li>• Assist in the identification and funding of a comprehensive range of quantity and quality Maori health services required to meet assessed needs of West Coast Maori</li></ul>   |
| <b>Communication</b>                | <ul style="list-style-type: none"><li>• Obtains information accurately from others and acts on it.</li><li>• Communicates information respectfully</li><li>• Advocates clearly, prepare and presents an opinion well.</li><li>• Communicates effectively with members of staff, the public and external organisations.</li><li>• Contributes to effective organisational communication.</li></ul>  |
| <b>Honouring cultural diversity</b> | <ul style="list-style-type: none"><li>• Respect diversity and differences in our people and those we serve</li><li>• Support the WCDHB to progress towards equitable outcomes for our people and the people we serve</li><li>• The Treaty of Waitangi is the foundation that binds the peoples of New Zealand. It is at the centre and the starting point for our work in health and wellbeing.</li><li>• Demonstrates personal commitment to addressing inequity for Māori and Pacific peoples</li><li>• Consistently respects the spiritual beliefs and cultural practises of others, including colleagues</li><li>• Demonstrates care and respect for diversity in the workplace, including care and respect for internationally trained colleagues</li></ul> |

## **EXPERIENCE:**

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| <b>Qualifications &amp; Experience</b> <i>(indicate years of experience required and level of learning)</i>  |  |
|--|--|
| <p>▪ <b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Proven experience in developing and maintaining relationships with a wide range of stakeholders including Maori and mainstream providers</li> <li>▪ Knowledge of and commitment to bi-culturalism and the Treaty of Waitangi.</li> <li>▪ Experience in teaching/training facilitation would be advantageous particularly in the area of raising cultural awareness and achieving cultural competencies</li> <li>▪ Experience working with Iwi organisations and or Maori community organisations is essential.</li> <li>▪ Experience in applying research and analytical skills.</li> <li>▪ Effective project management skills with a track record of delivering results.</li> <li>▪ Previous experience in the development or monitoring of service specifications for a provider or purchaser</li> <li>▪ Experience in project planning and facilitating service delivery</li> <li>▪ Demonstrated experience in evaluating quality and outcomes in the delivery of contracted services</li> <li>▪ Ability to accurately interpret information and analyse data</li> <li>▪</li> </ul> | <p>▪ <b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Knowledge of Maori health issues and health inequalities experienced by Maori.</li> <li>▪ Knowledge of health and social policies and frameworks in NZ that address inequalities</li> <li>▪ Knowledge of Te Reo, Tikanga Maori.</li> <li>▪ Experience in applying the Inequalities Framework and other equity tools and working to reduce inequalities</li> <li>▪ Experience in health or health management or contract management is desirable</li> <li>▪ Working ability with Microsoft programmes; MS Word, Outlook, Excel, and PowerPoint.</li> </ul> |

## PERSON SPECIFICATION:

| <b>Qualifications &amp; Experience</b> <i>(indicate years of experience required and level of learning)</i>   |   |
|---|---|
| <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Ability to think conceptually with sound problem solving and negotiating skills.</li> <li>▪ A skilled and articulate communicator with the ability to strongly advocate where</li> </ul> | <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Broad knowledge of the health and disability or public service sector and awareness of key health policy directions.</li> <li>• Data extraction skills and experience in the use of MS Access</li> </ul> |

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| <p>required</p> <ul style="list-style-type: none"><li>▪ Excellent oral communication and written skills.</li><li>▪ Existing networks or the demonstrated ability to network with Iwi and the Maori community.</li><li>▪ Strong interpersonal skills to facilitate interaction with Iwi and the Maori community.</li><li>▪ Ability to work effectively in a team and/or unsupervised.</li><li>▪ Ability to work under pressures using prioritisation and time management skills.</li><li>▪ Commitment to ongoing self-development.</li></ul> |  |
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The intent of this position description is to provide a representative summary of the major duties and responsibilities performed in this job classification. Employees may be requested to perform job related tasks other than those specified.

**The West Coast District Health Board has non-smoking policies which are expected to be adhered to by all staff.**