



<b>Māori Workforce Facilitator/Project Manager</b>	<i>South Island Workforce Development Hub</i>
--	---

October 2019

**POSITION TITLE:** Māori Workforce Facilitator/Project Manager (0.5FTE)

**REPORTS TO:** PROGRAMME DIRECTOR SOUTH ISLAND WORKFORCE DEVELOPMENT HUB (PART OF THE SOUTH ISLAND ALLIANCE PROGRAMME OFFICE.)

**South Island Alliance Programme Office (SIAPO)**

SIAPO supports the South Island District Health Boards (DHBs) Best for People, Best for System Alliance framework, including governance, leadership and operational components.

**SIAPO is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.**

**Workforce Development Hub (part of SIAPO)**

The South Island Workforce Development Hub (SIWDH) works across the South Island health sector to lead and support workforce development, education and training to better meet the health needs of the South Island population.

**Position Purpose**

This role will support a three-year project involving a collaboration between the South Island DHBs facilitated by SIAPO (Workforce Hub) and Kōhatu, Centre for Hauora Māori in the University of Otago. Kōhatu will support the background, design, implementation and evaluation of a strategy to grow the South Island Māori health workforce and ensure that workforce is well supported and thrives.

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 the South Island health sector in partnership with Kōhatu, Centre for Hauora Māori in the University of Otago.

Also key in this role is the ability to engage with the Māori health workforce including in District Health Boards (DHBs), Primary Health Providers (PHOs), Māori Health providers and Iwi.

**Functional Relationships:**

Internal

- Te Herenga Hauora (South Island Māori General Managers)
- South Island Māori Workforce Project Governance Group
- SIWDH Steering Group
- SIWDH Facilitators/Project Managers
- Relevant South Island DHB Māori Staff
- SIAPO staff



**External**

- Kōhatu, Centre for Hauora Māori in the University of Otago
- Relevant Iwi
- Relevant Māori health staff in the South Island (including DHBs, PHOs and Māori Health Providers)

**Line Management Responsibility:**

Programme Director, SIWDH.

**Location:**

The position is based in the South Island and some travel is expected.

**Qualifications and Experience**

- Demonstrated knowledge of the New Zealand health and education sector.
- Demonstrated project planning and management experience ideally in workforce development.
- Understanding and competency in Te Reo Māori and tikanga
- An understanding and commitment to the Treaty of Waitangi and its relevance to the on health workforce and health system.
- Competence in using the Microsoft office suite of programmes

**Personal Attributes**

- Excellent relationship management skills
- Excellent written and oral communication
- The ability to plan, set priorities and maintain performance under pressure
- An effective team player
- Ability to use initiative and work independently
- Sense of humour, resilient and willing to 'go the extra mile' when required

**Key Performance Objectives:**

**TASK:** To work with Kōhatu and SIWDH to deliver the Māori Workforce Project as outlined in the project plan (attached as Appendix 1)

**Stage 1: Background**

**MEASURE:**

- Effective liaison with Kōhatu and the identified Maori Health workforce (in DHBs, PHOs & NGOs/Māori health providers) to set up for group and individual meetings and interviews in targeted organisations
- Timely organization of venues and catering as required
- Effective secretarial support for the governance group
- Effective liaison with Iwi as appropriate
- Culturally appropriate engagement mechanisms for the work being undertaken
- Effective communication and relationships with key stakeholders are developed and maintained. Raise issues that may lead to a delayed project time line and outcomes and / or service or financial risk.



**TASK:** **To contribute to the reputation of the South Island Alliance Programme Office as a credible and professional organisation providing support to the South Island Alliance.**

- MEASURE:**
- 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.
  - Maintains professional standards of presentation, conduct and relationships with all stakeholders and South Island Alliance Programme Office staff.
  - Ensure a quality service is provided in their area of expertise and identify areas for improvement.
  - Takes responsibility for personal wellbeing and health and safety within the workplace.

**TASK:** **To contribute to team culture and development within SIWDH and the South Island Alliance Programme Office**

- MEASURE:**
- Attend and contribute actively to the SIWDH and SIAPO team meetings and planning days.
  - Promote a friendly and supportive team environment that is responsive, accountable, professional and client focused.
  - Assumes responsibility for professional education and development, including the participation in performance reviews.

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.