

## Position Description

Employment Agreement:	Individual Employment Agreement
Position Title:	<b>Planning &amp; Accountability Manager</b>
Service & Directorate:	Planning, Funding & Population/Public Health
Location:	Dunedin/Invercargill
Reports to:	Executive Director Planning, Funding & Population/Public Health
DHB Delegation Level:	Tier 3
Number of direct reports:	5.8 FTE
Date:	October 2021

### Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing  
We seek excellence through a culture of learning, enquiry, service and caring

### Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
<b>Looking after our people:</b> We respect and support each other. Our hospitality and kindness foster better care.	<b>Being sincere:</b> We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	<b>Best action:</b> We are thoughtful, bring a positive attitude and are always looking to do things better.	<b>As family:</b> We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

### Our statutory purpose

To improve, promote and protect the health of our population

Promote the integration of health services across primary and secondary care services

Seek the optimum arrangement for the most effective and efficient delivery of health services

Promote effective care or support for those in need of personal health or disability support services

Promote the inclusion and participation in society and the independence of people with disabilities

Reduce health disparities by improving health outcomes for Māori and other population groups

Foster community participation in health improvement and in planning for the provision of and changes to the provision of services

Uphold the ethical and quality standards expected of use and to exhibit a sense of social and environmental responsibility

PURPOSE OF ROLE
To ensure that the organisation develops and maintains strategies and plans at an organisational and service level which ensures contemporary high quality health and disability services within available funding. Further, that contractual arrangements with contracted providers of health and disability services are maintained and that there is appropriate management mechanisms to support good stewardship of our resources
<b>Area/Role specific requirements:</b> <ul style="list-style-type: none"> <li>Responsible for organisational planning responsibilities including the development of annual plan, health needs analysis and strategic plans.</li> <li>Responsible for supporting service planning processes across the organisation.</li> <li>Responsible for ensuring that appropriate contractual arrangements are maintained between Southern District Health Board and contracted health and disability service providers and are monitored.</li> <li>Responsible for funder analyst responsibilities, ensuring the organisation has the appropriate information to manage and support funder activities.</li> <li>Support the organisation to undertake relevant service planning activities.</li> <li>Oversee and guide the Support &amp; Intelligence Analysts in supporting service redesign through project initiatives.</li> </ul>

## Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies	
<b>Customer Focus</b>	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect
<b>Integrity and Trust</b>	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; doesn't misrepresent him/herself for personal gain.
<b>Drive For Results</b>	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.
Management Competencies	
<b>Process Management</b>	Good at figuring out the processes necessary to get things done; knows how to organise 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; gets more out of fewer resources.
<b>Decision Quality</b>	Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgement; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
<b>Informing</b>	Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organisation; provides individuals information so that they can make accurate decisions; is timely with information.
<b>Building Effective Teams</b>	Blends people into teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.
<b>Problem Solving</b>	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 answers.
<b>Managing and Measuring Work</b>	Clearly assigns responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress, and results; designs feedback loops into work.

KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> <li>Executive Director Planning, Funding &amp; Population/Public Health</li> </ul>	<ul style="list-style-type: none"> <li>Ministry of Health</li> <li>WellSouth</li> </ul>
<ul style="list-style-type: none"> <li>Executive &amp; Senior Leadership Teams</li> </ul>	<ul style="list-style-type: none"> <li>Patients, Families and whānau</li> </ul>
<ul style="list-style-type: none"> <li>Senior Clinicians Leaders</li> </ul>	<ul style="list-style-type: none"> <li>Stakeholders</li> </ul>
	<ul style="list-style-type: none"> <li>Professional Bodies, Unions and Government Agencies</li> </ul>

## PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
<b>Education and Qualifications (or equivalent level of learning)</b>	<ul style="list-style-type: none"> <li>Relevant Diploma or Bachelor degree or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor's degree in commerce, health or business management (or equivalent).</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience in development and delivery of strategic and operational plans</li> <li>Experience in management preferably within the health sector.</li> <li>Significant strategic planning, integration and performance expertise.</li> <li>Demonstrated ability to support and grow a team to ensure the needs of the organisation are met.</li> </ul>	
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>A clear understanding of the complexities of sound corporate management and governance.</li> <li>Strong knowledge and experience in business thinking and reporting</li> <li>Project planning and management expertise.</li> <li>Demonstrated ability to build and retain credibility with other key leaders – both clinical and management.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and experience of the NZ Health Sector in a senior capacity.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Commitment and personal accountability.</li> <li>Excellent interpersonal skills, including ability to work effectively with people at all levels of the organisation.</li> <li>Acts with discretion, sensitivity and integrity at all times.</li> <li>Is adaptable and flexible – open to change (positive or negative).</li> <li>Maintains an exceptionally high level of confidentiality.</li> </ul>	

**KEY RESULT AREAS:**

Key Accountabilities:	Example of successful delivery of duties and responsibilities
<b>Strategic &amp; Annual Planning</b>	
<ul style="list-style-type: none"> <li>• Support the development of annual plan, health needs analysis and strategic plans.</li> <li>• Deliver organisational planning responsibilities.</li> <li>• Engage with regional and national service strategies and planning initiatives.</li> <li>• Support the organisation to undertake relevant service planning activities.</li> </ul>	<ul style="list-style-type: none"> <li>• The successful development and implementation of strategic plans and objectives that meet the needs of the Southern District Community.</li> <li>• Participation in the annual accountability documents, including but not limited to the Annual Plan, Strategic Plan and Statement of Intent.</li> <li>• Plans agreed and signed off.</li> <li>• Organisational ‘buy-in’ to financial constraints and financial limits within the Annual Plan.</li> </ul>
<b>Funder Analysts</b>	
<ul style="list-style-type: none"> <li>• Manage funder analyst responsibilities, ensuring the organisation has the appropriate information to manage and support funder activities.</li> <li>• Develop, along with the Funding Manager, the prioritisation methodologies to assist the CEO and Board to agree the allocation and distribution of the Fund (PBFF) that takes into account Southern DHB’s accountabilities and achieves the outcomes required of the district, SI HSP.</li> <li>• Support management of contract performance within parameters of funding and planning contract volumes, other funding agreements and Ministry of Health elective services guidelines and standards through timely, high quality analysis.</li> <li>• Ensure compliance with all quality, safety, legal and statutory organisational policy requirements.</li> <li>• Continually monitor and improve systems, methods, efficiency, effectiveness and the quality of services provided.</li> </ul>	<ul style="list-style-type: none"> <li>• All funding, allocation and performance monitoring processes are agreed by the ELT, CEO, Board and where appropriate, Ministry of Health.</li> <li>• Approach aligns ‘activities-based funding’ (costs) to service agreements and delivers best value per dollar invested.</li> <li>• Assurance that all legislative and contracting requirements align to the OAG and Treasury Guidelines.</li> </ul>
<b>Contract Management</b>	
<ul style="list-style-type: none"> <li>• Ensure robust contract management systems are in place for all health and disability services funded by Southern District Health Board</li> </ul>	<ul style="list-style-type: none"> <li>• Crown Funding Agreements are maintained and signed in appropriate manner.</li> <li>• Contracts between Southern District Health Board and funded health and disability providers are maintained in terms of currency and of content aligned with organisational expectations.</li> <li>• Performance monitoring of providers against contractual obligations are maintained.</li> </ul>
<b>Support and Intelligence</b>	
<ul style="list-style-type: none"> <li>• Oversee and guide the Support &amp; Intelligence Analysts in supporting service redesign through project initiatives.</li> <li>• Ensure compliance with all quality, safety, legal and statutory organisational policy requirements.</li> <li>• Continually monitor and improve systems, methods, efficiency, effectiveness and the quality of services provided.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality service is maintained.</li> <li>• Quality Improvement understood and imbedded in the way we operate.</li> </ul>

Other Duties	
Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.	<ul style="list-style-type: none"> <li>You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> <li>You produce work that complies with SDHB processes and reflects best practice.</li> <li>Research undertaken is robust and well considered.</li> </ul>
Professional Development – self	
Identifying areas for personal and professional development.	<ul style="list-style-type: none"> <li>Training and development goals are identified/agreed with your manager.</li> <li>Performance objectives reviewed annual with your manager.</li> <li>You actively seek feedback and accept constructive criticism.</li> </ul>
Health, Safety and Wellbeing	
Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB’s Health, Safety and Wellbeing policies, procedures and systems.	<ul style="list-style-type: none"> <li>You understand and consistently meet your obligations under Southern DHB’s Health and Safety policy/procedures.</li> <li>You actively encourage and challenge your peers to work in a safe manner.</li> <li>Effort is made to strive for best practice in Health and Safety at all times.</li> </ul>
Treaty of Waitangi	
Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.	<ul style="list-style-type: none"> <li><i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other.</li> <li><i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education.</li> <li><i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.</li> </ul>

### CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date