

## Position Description

Employment Agreement:	NZNO Nursing & Midwifery MECA/PSA Allied Health, Technical & Scientific MECA
Position Title:	Clinical Project Coordinator: Fraser Building Project
Service & Directorate:	Surgical Services & Radiology
Location:	Dunedin
Reports to:	Service Manager – Perioperative & ICU
DHB Delegation Level:	N/A
Number of direct reports:	Nil
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
<p>The purpose of this role is to plan, co-ordinate and support the re-location of teams required for the project to re-purpose the Fraser Building.</p> <p>This role will provide planning, administration and people support to the teams moving from the Building prior to the refit, the refit project team and the teams moving into the Fraser Building following the refit. This role will be focused on liaising with SDHB clinical staff, helping to develop plans to manage care in impacted services, and bringing clinical input knowledge to the project team. The Clinical Project Support will work within a Systems improvement framework for any other work they undertake. The role will also co-ordinate with the PMO / relevant New Dunedin Hospital FiT groups to provide support for collaborative / open plan and other new ways of working.</p>

## 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.
<b>Managing Diversity</b>	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.
Management Competencies	
<b>Planning</b>	Accurately scopes out length and difficulty of task and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for risks, problems and roadblocks; measures performance against goals, evaluates results.
<b>Interpersonal Savvy</b>	Relates well to all kinds of people—up, down, and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even high-tension situations comfortably.
<b>Motivating Others</b>	Creates a climate in which people want to do their best; can motivate many kinds of direct reports and team or project members; can assess each person's hot button and use it to get the best out of him/her; pushes tasks and decisions down; empowers others; invites input from each person and shares ownership and visibility; makes each individual feel his/her work is important; is someone people like working for and with.
<b>Organisational Agility</b>	Well prepared and organised for all tasks. Expects the same of their team.

KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> <li>• Executive Director of Nursing and Midwifery</li> <li>• Hospital Redevelopment Project Team</li> </ul>	<ul style="list-style-type: none"> <li>• Patients, Families and Whanau</li> <li>• Community Members</li> </ul>

<ul style="list-style-type: none"> <li>• Nurse Directors</li> <li>• Nurse Manager</li> <li>• Directorate Leadership Team</li> <li>• Clinical Nurse Coordinators</li> <li>• Nursing staff</li> <li>• Medical staff</li> <li>• Allied Health</li> <li>• Administration staff</li> <li>• Southern DHB wide staff</li> <li>• Duty Manager</li> <li>• Building and Property staff</li> </ul>	<ul style="list-style-type: none"> <li>• Naylor Love (Construction contractors)</li> </ul>
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**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>• Health Professional qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Holds a current practising certificate.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Strong clinical skills and excellent understanding of the DHB's general clinical models of care and systems.</li> <li>• Be familiar with system wide change management strategies.</li> <li>• Knowledge of hospital infrastructure, or experience working in the health sector</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated competence in performing and delivering under tight financial constraints and within strict timeframes</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Excellent group facilitation skills and history of a collaborative team approach.</li> <li>• Advanced communication techniques such as conflict resolution, diffusion and mediation skills.</li> <li>• Innovative and flexible with positive and problem solving approach in all situations.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of public sector project planning would be an advantage.</li> <li>• Knowledge and experience dealing with change management</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• High level of interpersonal and communication skills</li> <li>• Manage own time adopting a disciplined approach to establishing and following identified role-related priorities</li> <li>• Demonstrated ability to successfully manage conflict and demands of the position</li> <li>• Demonstrated initiative and self-motivation</li> <li>• Perform other duties relevant to the position as required</li> <li>• Establishes and maintains effective working relationships</li> </ul>	

**KEY RESULT AREAS:**

Key Accountabilities:	Example of successful delivery of duties and responsibilities
<b>To provide leadership and day to day management of the redevelopment project.</b>	
<ul style="list-style-type: none"> <li>• To develop strong working relationships with staff and stakeholders. Understand and capture the key needs of staff and external stakeholders. Ensure this is accurately recorded.</li> <li>• Gain staff and stakeholder input into planning for model of care changes while project impacting on current operational model of care.</li> <li>• To provide input into the project planning work from a clinical perspective. Supporting infrastructure requirements such as risk identification and management, clinical models of care and reporting mechanisms. As identified by staff and key stakeholders.</li> <li>• Develop strong consultation and engagement programmes with internal and external stakeholders.</li> <li>• Ensure accurate and timely reporting and reporting of information as required.</li> </ul>	<ul style="list-style-type: none"> <li>• To develop and maintain professional relationships networking with internal and external contractors to maintain the smooth and efficient delivery of the project.</li> <li>• Takes responsibility for ensuring input and delivery of the clinical input into the project plan on a day-to-day basis ensuring all policies and procedures are adhered to.</li> <li>• Assist in organising, controlling and providing clinical leadership and accountability.</li> <li>• The patient experience is optimised and is at the centre of everything.</li> </ul>
<b>Development and maintenance of tracking and reporting systems for the project</b>	
<ul style="list-style-type: none"> <li>• Contribute to the development, reporting and maintenance of project plans and other relevant documentation.</li> <li>• Identifies and communicates implementation issues/risks to B&amp;P Project Manager or Programme Manager, Infrastructure and Hospital Rebuild</li> <li>• Assists project owners in the timely achievement of milestones.</li> </ul>	<ul style="list-style-type: none"> <li>• Effective reporting systems using the appropriate framework are developed and maintained.</li> <li>• Risks are identified and managed effectively.</li> <li>• The achievement of objectives is accurately reported.</li> <li>• Key milestones are achieved.</li> </ul>
<b>Works with the Project Team to identify, develop and lead activities that assist in achieving project objectives</b>	
<ul style="list-style-type: none"> <li>• Identifies opportunities for improvement in systems and processes to support the project and follows through on recommendations as appropriate.</li> <li>• Fosters a culture that looks to innovative ways to achieve project objectives.</li> <li>• Encourages a results-oriented and output focused work ethic.</li> <li>• Identifies, develops, leads and monitors project activities with a view to achieving improved patient outcomes, efficient use of resources and the effective management of equipment.</li> <li>• Ensure that work is neither overlooked nor duplicated by related projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Systems improvement is achieved.</li> <li>• Improved patient outcomes are delivered.</li> <li>• Innovative culture is encouraged</li> </ul>
<b>Utilising clinical knowledge when supporting the Redevelopment and its impact on operational activities</b>	
<ul style="list-style-type: none"> <li>• Acknowledges own limitations of knowledge in complex situations and utilises appropriate resource people when necessary.</li> <li>• Coordinates the skill mix, work force planning and practice requirements</li> <li>• Identifies clinical risk issues and ways of mitigate those risks.</li> <li>• Continues to maintain clinical knowledge and skills through self-learning, and understanding of wider clinical systems and processes that are critical to the effective functioning of a hospital.</li> <li>• Promotes contemporaneous clinical models of care.</li> </ul>	<ul style="list-style-type: none"> <li>• Sharing knowledge with others</li> <li>• Maintains professional development.</li> <li>• Clinical risks are mitigated.</li> <li>• Integrate existing programmes and agreed platforms for care delivery models</li> <li>• Participate in workforce and development planning for the clinical and non-clinical workforces</li> </ul>

<ul style="list-style-type: none"> <li>Promotes a collaborative model of care, teamwork, and incorporates this into project planning.</li> </ul>	
<b>Quality and Risk</b>	
<ul style="list-style-type: none"> <li>Work collaboratively with Occupational Health, Quality and Risk and Infection Prevention and Control to maintain organisational standards</li> <li>Demonstrate an understanding of risk, identifying emerging risks and ensuring risk mitigation action plans are developed and followed through</li> </ul>	<ul style="list-style-type: none"> <li>Meets as agreed with Service Manager to monitor quality/risk</li> <li>Deliver on agreed quality projects alongside Service Manager</li> </ul>
<b>Managing Relationships in such a way as to promote the desired image and positively support the project outcomes.</b>	
<ul style="list-style-type: none"> <li>Foster an environment where the people within our organisation work actively together to promote an optimum patient experience.</li> <li>Develop effective internal relationships.</li> </ul>	<ul style="list-style-type: none"> <li>Manages a large workload effectively to ensure deadlines are met.</li> <li>Confident and professional in the role.</li> <li>Is highly performing</li> </ul>
<b>Self-Management</b>	
<ul style="list-style-type: none"> <li>Develops logical and complete plans to resolve issues.</li> <li>Manages own time adopting a disciplined approach to establishing and following priorities of work.</li> <li>Exhibits self-confidence.</li> <li>Is able to self-reflect on performance, accepts and utilises feedback and engages in appraisal.</li> </ul>	<ul style="list-style-type: none"> <li>Manages a large workload effectively to ensure deadlines are met.</li> <li>Confident and professional in the role.</li> <li>Is highly performing</li> </ul>
<b>Living Southern DHB Values</b>	
<ul style="list-style-type: none"> <li>Proactively demonstrating Southern DHB values in all aspects of the role.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates behaviours that we want to see from each other, at our best.</li> <li>Contributes positively to a culture of appreciation, a learning culture, where people feel safe to speak up.</li> <li>Contributes positively to team and other initiatives that seek to improve patient and whanau experiences and/or staffs experience of working.</li> </ul>
<b>Other Duties</b>	
<ul style="list-style-type: none"> <li>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</li> </ul>	<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>
<b>Professional Development – self</b>	
<ul style="list-style-type: none"> <li>Identifying areas for personal and professional development.</li> </ul>	<ul style="list-style-type: none"> <li>Training and development goals are identified/agreed with your manager.</li> <li>Performance objectives reviewed annually with your manager.</li> <li>You actively seek feedback and accept constructive criticism.</li> </ul>
<b>Health, Safety and Wellbeing</b>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	<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>
<b>Treaty of Waitangi</b>	
<p>The principles of Te Tiriti o Waitangi, as articulated by the courts and the Waitangi Tribunal will guide the Southern DHB response to Māori health improvement and equity. These contemporary principles include:</p> <ul style="list-style-type: none"> <li><i>Tino rangatiratanga</i>: Providing for Māori self-determination and mana motuhake in the design,</li> </ul>	<ul style="list-style-type: none"> <li>You will be able to demonstrate an understanding of Te Tiriti o Waitangi, Māori Indigenous rights and current issues in relation to health and health equity i.e.: Whakamaua: Māori Health Action Plan 2020-2025.</li> <li>You will contribute to responding to the DHBs Te Tiriti o Waitangi commitment to deliver effective and</li> </ul>

<p>delivery and monitoring of health and disability services.</p> <ul style="list-style-type: none"> <li>• <i>Equity:</i> Being committed to achieving equitable health outcomes for Māori.</li> <li>• <i>Active protection:</i> Acting to the fullest extent practicable to achieve equitable health outcomes for Māori. This includes ensuring that the Crown, its agents and its Treaty partner under Te Tiriti are well informed on the extent, and nature, of both Māori health outcomes and efforts to achieve Māori health equity.</li> <li>• <i>Options:</i> Providing for and properly resourcing kaupapa Māori health and disability services. Furthermore, the Crown is obliged to ensure that all health and disability services are provided in a culturally appropriate way that recognises and supports the expression of hauora Māori models of care.</li> <li>• <i>Partnership:</i> Working in partnership with Māori in the governance, design, delivery and monitoring of health and disability services – Māori must be co-designers, with the Crown, of the primary health system for Māori.</li> </ul>	<p>equitable healthcare with Māori patients and their whānau.</p> <ul style="list-style-type: none"> <li>• You will have the ability to incorporate Māori models of health, patient and whānau-centred models of care, and mātauranga Māori.</li> <li>• You will have insights into your own cultural awareness and an understanding of how your social-cultural influences inform biases that impact on your interactions with patients, whānau, and colleagues.</li> <li>• Recognising that there is an inherent power imbalance in-patient relationship and ensuring that this is not exacerbated by overlaying your own cultural values and practices on patients.</li> </ul>
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Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

**For Job Evaluation Purposes:** (As per the current Southern DHB Delegation of Authority Policy)

Number of direct reports: Nil :  
 Southern DHB Delegation of authority (level 1 – 5) : N/A

**Staff Authority**

Authority to engage, promote, discipline and dismiss staff

No authority: No

Authority to engage, promote, discipline/dismiss direct reports with consultation of manager: NO

Ultimate authority, engage, promote, discipline and dismiss staff at any level below his/her own: NO

**Contractual Authority**

Authority to enter into agreements or contracts on behalf of the Southern DHB

- Limited: NO
- Long term \$1.5 to \$3 million NO
- Long term in excess \$3 to \$7.5 million NO

**Work Complexity**

Most challenging duties typically undertaken or most complex problems solved:

Example: the end result -policy framework are defined but independent thought is necessary to co-ordinate conflicting demand and to optimise efficiency, or while end result defined means of achieving end result is unspecified

- Co-ordinating conflicting demands of time and capacity of contractors and clinical staff
- Managing expectations of clinical staff by taking a strategic view of planning process and interpreting it back to staff
- Interpreting the technical aspects of planning for clinical staff

**Freedom To Act**

Guidelines available to assist job holder to make decisions e.g. policy documents, standard procedures. This factor assesses the extent to which the role is supervised and/or monitored as well as the amount of guidance available

Example: determines own strategies, little guidance – minimal guidance, large degree of independence – close supervision

- Works independently to manage deadlines determining own strategies
- Holds conversations with clinical staff, discussing models of care for the ICU redevelopment determining own strategies
- Completes reports with minimal guidance
- Minimal formal guidelines available regarding strategies to project management role, but full access to guidelines and policies for SDHB on MIDAS

**Financial Responsibilities**

- Controls a budget N
- Maximum that may be spent without reference to manager N/A\_\_\_\_\_
- Jobholder can spend unbudgeted capital N. Amount\_\_\_\_\_
- Jobholder is responsible for committing the organisation to long-term contracts N
- Jobholder signs correspondence for Company N

**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

.....  
Date

.....  
Manager

.....  
Date