

Allied Health, Scientific & Technical Position Description

Employment Agreement:	Allied, Public Health and Technical
Position Title:	Professional Leader - Health Promotion
Service & Directorate:	Chief Allied Health Scientific and Technical Officer
Location:	District
Reports to:	Director of Allied Health (DAH) or Director of Scientific and Technical (Professionally) Line Manager (Operationally)
Number of direct reports:	(Professional Accountability for all)
Date:	April 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>
<p>Looking after our people: We respect and support each other. Our hospitality and kindness foster better care.</p>	<p>Being sincere: We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.</p>	<p>Best action: We are thoughtful, bring a positive attitude and are always looking to do things better.</p>	<p>As family: We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.</p>

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

You are accountable for district-wide, discipline-specific professional leadership of the relevant Allied Health Scientific and Technical (AHST) workforce. You will lead excellence in professional governance, quality practice and professional conduct; contributing to new models of care & workforce planning/development for your profession. You will empower the profession-specific workforce to deliver contemporary evidence based health and disability services; provide equity of health provision for Maori; improve and promote health of the population; investigate and report on health-related issues to achieve positive health outcomes. You will provide advice to and collaborate with the clinical management partnership to promote efficiency, productivity and patient safety.

Provides professional leadership for profession, with a focus on workforce development, safe and high-quality care, outcomes focussed practice and integration that support strategic development and organisational priorities.

Main objectives:

The objectives of the Professional Leaders (PL) are to provide the following for their relevant discipline:

- Strategic thinking to enable innovation and creativity in your profession;
- Optimise interprofessional models of care;
- Enable intersectoral collaboration and/or clinical partnerships;
- Oversee the credentialling of profession-specific workforce to ensure that competencies are maintained in accordance with relevant legislation;
- Advise and consult on profession-specific workforce development, skill mix and career pathways;
- Establish opportunities for participation and leadership experience for specific discipline experts;

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

Customer Focus	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
Integrity and Trust	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.
Drive For Results	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.

Role Specific Competencies

Managing diversity	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.
Priority Setting	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 and use that knowledge 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.
Problem Solving	Knowledgeable about how organisations work; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices, and procedures; understands the cultures of organisations.

KEY RELATIONSHIPS

Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none">• Directors of Allied Health, Scientific & Technical	<ul style="list-style-type: none">• Patients, families and Whanau

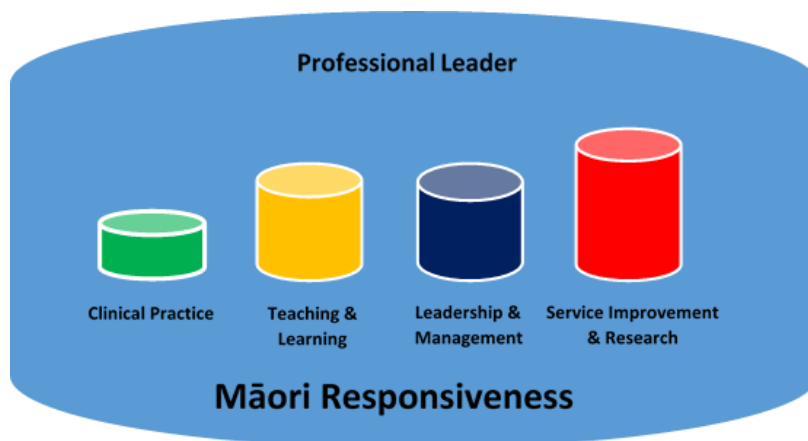
<ul style="list-style-type: none"> AHST Professional Leaders (PLs) 	<ul style="list-style-type: none"> Unions
<ul style="list-style-type: none"> Allied Health Professional Development Facilitator 	<ul style="list-style-type: none"> Tertiary training institutions (Polytechnic and Universities)
<ul style="list-style-type: none"> AHST Staff 	<ul style="list-style-type: none"> Relevant Allied Health Professional Associations and Registration bodies
<ul style="list-style-type: none"> Operational Managers 	<ul style="list-style-type: none"> Other service Provider (DHBs, NGOs, PHOs)
<ul style="list-style-type: none"> Administration Staff 	

PERSON SPECIFICATION:

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> Hold registration as per legislative requirements relevant to your profession 	<ul style="list-style-type: none"> Evidence of ongoing personal educational development e.g. undertaking further tertiary level education
Leadership Qualities	<ul style="list-style-type: none"> Drive for results – initiate and build beneficial change; facilitate positive outcomes by supporting ideas of others; use own initiative for achieving future gains; and take action to achieve desired results Shape the future – maintain the bigger picture and endpoint view; critically analyse situations and determine solutions; use judgement and analysis to define actions for desired results Show character – model SDHB values expected of others; build relationships – build and demonstrate strong trust; work openly and honestly; create a positive approach to all situations; develop and maintain key relationships and partnerships Empower others – nurture and support the growth of others; inspire others to bring their best; get others on board and motivate them 	
Experience, knowledge and Skills	<ul style="list-style-type: none"> Broad understanding of profession specific practice areas Experience of working with other professions Facilitation of workforce competencies for scopes of practice Commitment to the ideals of research, evaluation methods and evidence-based best practice and procedures A sound knowledge of IT systems and applications 	<ul style="list-style-type: none"> Formal qualification or education in relevant field Skills in facilitation of groups Programme planning, development and evaluation Familiarity with government, health sector priorities.

Personal Qualities	<ul style="list-style-type: none"> • Outstanding interpersonal and communication skills. • Ability to network, develop key relationships and partnership • Innovative, proactive, enthusiastic, and flexible • Ability to problem solve • Demonstrable peer credibility and respect
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KEY RESULT AREAS/PILLARS OF PRACTICE:



Key Accountabilities	Example of successful delivery of duties and responsibilities
Clinical Practice/ Te Mahi Haumanu	
<p>Clinical Practice</p> <ul style="list-style-type: none"> • Coordinate the skill mix, work force planning and practice requirements • Facilitate a supportive process for staff with identified clinical/professional competency deficits in partnership with DAHs and appropriate line manager • In conjunction with the Directors of Allied Health, Scientific and Technical, facilitate the development of clinical leadership using local expert clinicians with special interests • Support clinical staff to optimise interprofessional models of practice in order to promote effective, person-centred care <p>Professional Competencies</p> <ul style="list-style-type: none"> • Maintain own professional registration requirements as directed by the legislation relevant to the incumbent's profession 	<ul style="list-style-type: none"> • You participate in performance management related tasks • You facilitate staff involvement in interprofessional ways of working relating to improve health outcomes • You recommend local experts with special interests for AHST representative roles • You provide evidence of team participation in developing and accomplishing common goals • You provide evidence of collaborative practice and team education to promote person-centred care and improve health outcomes <ul style="list-style-type: none"> • You maintain your professional registration • You have an up-to-date professional development plan

Leadership and Management/ Te Ārahi me te Whakahaere	
<p>Leadership</p> <ul style="list-style-type: none"> • Maintains a shared vision which is future focused, challenges the status quo and builds commitment of others to support the change journey • Be realistic and ensure effective action is taken to achieve desired results, despite any constraints • Identify and take action that will test and expand areas for future gains within a supportive environment • Builds a positive climate and relationships of support and encouragement which allows others to achieve their potential • Consistently demonstrates strong positive personal values of integrity, honesty and ethics and behaviours they expect of others • Promote evidence-based best practice for improvement initiatives • Be positive and proactive in relation to organisational developments, inspiring and supporting others to improve services • Promote best practice and support research • Work collaboratively with all members of the health care team to enhance patient care delivery • Promote cost effective clinical practice <p>Recruitment</p> <ul style="list-style-type: none"> • Advise on minimum clinical requirements for vacant positions • Oversee and advise where necessary on recruitment • Determine that all credentialling requirements are met prior to appointments • Advise on salary scale placement 	<ul style="list-style-type: none"> • Ensures there is always clarity of destination – a shared vision • Initiates and produces beneficial change • Takes decisive action that will lead to the greatest gain • Uses networks and feedback to understand the climate, culture, constraints, and politics of a situation, and uses this to move forward constructively • Understands boundaries of comfort zones, and consistently takes action to test and expand these • Provide evidence of supporting staff, using a variety of formal and informal methods • Maintain district, regional and national links <ul style="list-style-type: none"> • You participate in recruitment related tasks
Teaching & Learning // Ako Atu, Ako Mai	
<p>External Liaison</p> <ul style="list-style-type: none"> • Maintain strong links with the relevant tertiary training institutions, consistent with the Southern District Health Board’s commitment to professional development and responsibilities for teaching and education • Oversee student placements and completion of relevant documentation orientations (where applicable) • Ensure documentation related to student placements is completed (e.g. unpaid staff status, MRSA clearance, safety checking requirements, identification badges issued and returned) (where applicable) <p>Practice Standards / Career Development</p> <ul style="list-style-type: none"> • Oversee the implementation of competencies for practice as per the requirements of the relevant registration body and of legislative requirements 	<ul style="list-style-type: none"> • You complete appropriate paperwork and submit this in a timely manner <ul style="list-style-type: none"> • You adhere to AHST Credentialling Framework • You produce evidence of overseeing credentialling processes using AHST SharePoint site for Appraisals Credentialling.

<ul style="list-style-type: none"> • Ensure processes are in place to implement and monitor professional standards of all staff • Ensure there is a process in place for all staff to have an appraisal, professional development plan and clinical supervision • Facilitate the provision of high quality education and support for staff • Collaboratively facilitate remedial performance improvement processes where performance or competency issues are identified • Advise on career progression 	<ul style="list-style-type: none"> • You produce Profession-specific education work plans developed in partnership with the AHST Professional Development Facilitator where appropriate • You provide evidence of other processes documented as appropriate • You provide evidence of advising and consulting on profession specific career pathways • You maintain a record of career progression
Service Improvement and Research / / Te Whakapai Ratonga me te Rangahau	
<p>Workforce Development Needs and Service Delivery</p> <ul style="list-style-type: none"> • Advise on the impact of potential professional service initiatives, considering skill mix • Identify new/different opportunities for staff in service delivery • Participate (or delegate) in clinical/management partnership in the strategic review and development of service goals where required • Participate in projects in collaboration with Directors of Allied Health, Scientific and Technical that enhance sector and regional health initiatives • Work with the Directors of Allied Health, Scientific and Technical to identify current and future staffing requirements and develop strategies to address these • Work with the DAHs to ensure professional development leave and funding are fair, consistent and transparent 	<ul style="list-style-type: none"> • You provide evidence of partnering with other clinical and operational managers in business plans/service development initiatives/ projects for workforce development opportunities • You provide evidence of profession specific key performance indicators relating to the strategic direction of AHST (Visioning Themes)
Other Duties	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Southern DHB Organisational Values.</p>	<ul style="list-style-type: none"> • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. • You produce work that complies with SDHB processes and reflects best practice. • Research undertaken is robust and well considered. • Live and support the DHB values in everything you do.
Professional Development – self	
<p>Identify areas for personal and professional development.</p>	<ul style="list-style-type: none"> • Training and development goals are identified/agreed with your manager. • Performance objectives reviewed annually with your manager. • You actively seek feedback and accept constructive criticism.
Health, Safety and Wellbeing	
<p>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.</p>	<ul style="list-style-type: none"> • You understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures. • You actively encourage and challenge your peers to work in a safe manner.

	<ul style="list-style-type: none"> • Effort is made to strive for best practice in Health and Safety at all times.
Treaty of Waitangi	
<p>The principles of Te Tiriti, as articulated by the courts and the Waitangi Tribunal, underpin the Ministry's commitment to Te Tiriti. Tino rangatiratanga, Equity, Active protection, Options and Partnership will guide your interaction with others on a day to day basis.</p>	<ul style="list-style-type: none"> • Tino rangatiratanga - Providing for Māori self-determination and mana motuhake in the design, delivery and monitoring of health and disability services. • Equity - Being committed to achieving equitable health outcomes for Māori. • Active protection - 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. • Options - 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. • Partnership - 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.

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.

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