

Position Description | Te whakaturanga ō mahi

Title	New Dunedin Hospital Facility Readiness Project Manager			
Reports to	Programme Director, New Dunedin Hospital, Health NZ Southern			
Location	Dunedin			
Department	New Dunedin Hospital Project, Hospital and Specialist Services			
Direct Reports	<i>0 – Transition Programme resource requirements to be identified through planning, which will include direct reports</i>	Total FTE	TBA, but line management (permanent and contractor staff) will be required	
Budget Size	Opex	N/A	Capex	N/A
Delegated Authority	HR	N/A	Finance	N/A
Date	February 2025			
Job band (indicative)	Grade 22			

Health New Zealand | Te Whatu Ora

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

Te Mauri o Rongo – The New Zealand Health Charter

In order to guide the culture, values, and behaviour expected of the health sector, Te Mauri o Rongo provides common values, principles and behaviours through four Pou, to guide health entities and their workers, enabling a cultural transformation of the health sector. Te Mauri o Rongo fundamentally upholds a key system shift of the New Zealand health reforms to reinforce and embrace Te Tiriti and our obligations to it.

The pou are a platform and a foundation to empower a culture transformation, every person is guided to align themselves to the pou and enact the values and behaviours that the pou represent. Employers and employees are expected to uphold Te Mauri o Rongo in their work and environments as part of our commitment to achieving Pae Ora (healthy futures) for all.

It is fundamental that the four Pou of Te Mauri o Rongo are upheld by the health entities and their workforce.

Wairuatanga	The ability to work with heart	<i>“When we come to work, we are able and supported by others to be our whole selves. When we return home we are fulfilled”.</i>
Rangatiratanga	Ensuring that the health system has leaders at all levels who are here to serve	<i>“As organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all”</i>
Whanaungatanga	We are a team, and together a team of teams	<i>“Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe. Together we are whānaunga, we are the workforce - kaimahi hauora”</i>
Te Korowai Manaaki	Seeks to embrace and protect the workforce	<i>“The wearer of the cloak has responsibility to act/embody those values and behaviours”</i>

About the role

The New Dunedin Hospital (NDH) will be delivered in two stages. The first stage will be the Outpatient Building (OB), which will open in 2026 and the second the Inpatient Building (IB) planned to open in 2031. More information about the NDH project is available [here](#).

The NDH Facility Readiness Project Manager will be a key member of the NDH Southern Operational Readiness Team in facilitating a successful opening and enduring operation of the NDH Outpatient Building. While early transition programme planning has begun, this role presents an exciting opportunity for the successful applicant to play an important role in the NDH project, currently the largest ever health infrastructure investment in New Zealand.

The scope of the NDH Transition Programme spans:

- organisational redesign/realignment across clinical, administration and transition management services;
- implementation of building-based support services;
- development of an over-arching Outpatient Building (OB) operating model;
- development of an Outpatient Administration services model;
- re/design of new and existing ambulatory and outpatient models of care;

- the commissioning of the OB;
- monitoring and evaluation of future service performance; and
- early planning for IB transition.

The Facility Readiness workstream of the NDH Transition Programme will focus on validation and preparation of the new Outpatient Building to ensure a competent and safe “go live”. It comprises activities to prepare and test the new facility to assure they are operationally safe and ready for patient care. The Facility Readiness workstream is part of a wider Operational Commissioning Programme including Service and Relocation Readiness. Practically, this will include ensuring that projects related to delivering new models of care and ways of working are implemented in a planned and methodical manner to reflect the new infrastructure, systems and processes that the Outpatient Building will deliver. Additionally, we will look to the Facility Readiness Project Manager to ensure that a planning regime is in place to ensure that the newly installed equipment is tested and validated and staff are familiarised and trained in its use. This work will also include scenario testing and simulations for our staff.

Specifically, we are seeking a Facility Readiness Project Manager who will:

- Lead the “Facility Readiness” workstream of the New Dunedin Hospital (NDH) Outpatient Transition Programme. This workstream is critical for successful planning, migration, operational commissioning and “go live” of the Outpatient Building (OB).
- Development of a resource management plan for contractors and fixed term resources necessary to meet the Facility Workstream deliverables within defined budget.
- Once agreed, deliver the activities outlined in the resource management plan via recruitment and contract management.
- Ensure allocated projects within the OB Transition Programme Facility Readiness workstream are effectively planned, sequenced and managed.
- Orientate and train resources employed/contracted to meet Facility Workstream deliverables.
- Facilitate and co-ordinate enabling functions, Facilities and Property, Infection Prevention and Control and Southern’s Simulation team contributions to the Facility Workstream deliverables.
- Work with the Programme Director, Deputy Programme Director, Transition Project Manager, Southern H&SS Leadership Team, Clinical Transformation Group (CTG) and Southern colleagues (Clinical Project Managers and others) to ensure Facility Readiness projects are planned, coordinated, reported and delivered in the Outpatient Transition Programme. This will include communications requirements.
- With support from the Deputy Programme Director, create a governance, reporting and monitoring structure appropriate for a workstream of this scale, risk and opportunity that aligns to Health NZ’s methodology and practices.
- Contribute to regular reporting to the Transition Programme Steering Committee, Group Director of Operations (Southern), Programme Director and Southern Leadership Team on the

status of the Facility Readiness workstream and its key dependent activities. Reporting will include a summary of critical workstream risks, issues, dependencies, and benefits to a level of detail appropriate to ensure programme progress can be tracked by the Transition Programme Steering Committee.

- Work with NDH project and key service/clinical colleagues to ensure NDH workforce modelling and other service requirements involved in the Facility Readiness workstream are appropriately incorporated into the Outpatient Transition Programme.
- Be one of the key liaison people between the programme Clinical Transformation Group (CTG), Digital Programme and other Southern colleagues working on key NDH dependencies (e.g. Te Kāiika Wellbeing Hub, Dunedin).

Key Result Area	Expected Outcomes / Performance Indicators – Position Specific
<p>Facility Readiness Workstream (NDH Transition Programme)</p>	<ul style="list-style-type: none"> • Leading and coordinating projects in the Facility Readiness workstream of the OB Transition Programme, which will help guide the migration into, and commissioning of, the OB to ensure successful operation, maintenance and support of the facility following practical completion in 2026. • Supporting and coordinating the development of a Facility Readiness Strategy – and training and simulation; commissioning; and back of house/logistics activities – with clinicians, Digital programme, Commissioning, administrative, Communications and HR colleagues. • Development of a resource management plan for contractors and fixed term resources necessary to meet the Facility Workstream deliverables within defined budget. • Once agreed, deliver the activities outlined in the resource management plan via recruitment and contract management. • Ensure allocated projects within the OB Transition Programme Facility Readiness workstream are effectively planned, sequenced and managed. • Orientate and train resources employed/contracted to meet Facility Workstream deliverables.

<p>Interpersonal Relationships</p>	<ul style="list-style-type: none"> • Facilitate and co-ordinate enabling functions, building and property/FM, Infection Prevention and Control and Southern's Simulation team contributions to the Facility Workstream deliverables. • Builds effective and respectful relationships with stakeholders throughout the project. • Contributes positively to a collaborative environment of teamwork within a busy, dynamic environment. • As a key team member, proactively identifies when conflict may be developing and deploys strategies to resolve. • Uses a variety of effective communication techniques to ensure output is appropriate for the context. • Employs appropriate language to context.
<p>New Dunedin Hospital project</p>	<ul style="list-style-type: none"> • Ensuring Facility Readiness project activities are aligned with, and overseen by, sound project management practices and best practice engagement principles. • Supporting the CTG in delivering their work programme related to the OB transition in general and the Facility Readiness workstream in particular. • Advising on appropriate reporting and communications tools with stakeholders including alignment with NDH Risk Management, Benefits Realisation and other reporting and assurance requirements. • Via the Programme Director, fostering effective relationships with Health NZ, Group Director of Operations (Southern) and other senior stakeholders to help ensure that the benefits of the Outpatient Building are realised.
<p>Supporting Transformational System Change</p>	<ul style="list-style-type: none"> • Support the Programme Director and other senior Southern colleagues to ensure the Facility Readiness workstream of the Outpatient Transition Programme is embedded within the wider health system transformational activities. This is important to ensure the facility is well prepared to deliver contemporary models of care as articulated in the NDH Functional Briefs. • Supporting teams responsible for implementing change, by identifying the necessary resources required and working with colleagues to remove obstacles.
<p>Stakeholder Engagement</p>	<ul style="list-style-type: none"> • Supporting the development and refinement of a Facility Readiness communications plan that spans the communications needs of internal and external stakeholders, especially the Transition Programme Steering Committee, CTG, Southern Leadership Team, NDH project staff and clinical teams, mana whenua, patients and their whānau and the wider public who will be affected by the OB Transition Programme. • Acknowledges consumers and family/whānau perspectives and supports their participation in the workstream wherever possible and appropriate.

	<ul style="list-style-type: none"> Working with NDH project colleagues to engage the community wherever possible and appropriate with these key projects.
Other duties and professional development	<ul style="list-style-type: none"> Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience. Identifying areas for personal and professional development.
Key Result Area	Expected Outcomes / Performance Indicators – All Health NZ Leaders
Te Tiriti o Waitangi	<ul style="list-style-type: none"> Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori Supports tangata whenua- and mana whenua-led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership
Equity	<ul style="list-style-type: none"> Commits to helping all people achieve equitable health outcomes Demonstrates awareness of colonisation and power relationships Demonstrates critical consciousness and on-going self-reflection and self-awareness in terms of the impact of their own culture on interactions and service delivery Willingness to personally take a stand for equity Supports Māori-led and Pacific-led responses
Culture and People Leadership	<ul style="list-style-type: none"> Lead, nurture and develop our team to make them feel valued Prioritise developing individuals and the team so Health NZ has enough of the right skills for the future, supporting diversity of leadership to develop – Māori, Pacific, people with disabilities and others Provides leadership that shows commitment, urgency and is visibly open, clear and innovative whilst building mutually beneficial partnerships with various stakeholders both internally and externally Implement and maintain People & Culture strategies and processes that support provide an environment where employee experience, development and performance management drive achievement of the organisation's strategic and business goals
Innovation & Improvement	<ul style="list-style-type: none"> Be open to new ideas and create a culture where individuals at all levels bring their ideas on how to 'do it better' to the table Model an agile approach –tries new approaches, learns quickly, adapts fast Develops and maintains appropriate external networks to support current knowledge of leading practices
Collaboration and Relationship Management	<ul style="list-style-type: none"> Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at decision making level to get in the way of doing our best and collegially supports others to do the same Work with peers in Hauora Māori Service Business Unit and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services

Health & safety	<ul style="list-style-type: none"> • Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives • Taking all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality patient outcomes • Lead, champion, and promote continual improvement in health and wellbeing to create a healthy and safe culture
Compliance and Risk	<ul style="list-style-type: none"> • Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place • Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit • Understands, and operates within, the financial & operational delegations of their role, ensuring peers and team members are also similarly aware

Relationships

External	Internal
<ul style="list-style-type: none"> • Consultants and contractors 	<ul style="list-style-type: none"> • NDH Programme Director
<ul style="list-style-type: none"> • Tertiary education partners 	<ul style="list-style-type: none"> • Group Director of Operations (Southern)
<ul style="list-style-type: none"> • Other external stakeholders, including patient advisors and others who have an interest in the NDH project. 	<ul style="list-style-type: none"> • Southern Leadership Team members
	<ul style="list-style-type: none"> • Clinical Transformation Group
	<ul style="list-style-type: none"> • Programme Management Office, including Clinical Project Managers, Deputy Programme Director and Project Coordinator
	<ul style="list-style-type: none"> • Senior Managers, including Service Managers and General Managers
	<ul style="list-style-type: none"> • Clinical Leaders
	<ul style="list-style-type: none"> • Staff
	<ul style="list-style-type: none"> • Health NZ Communications Team
	<ul style="list-style-type: none"> • Facilities & Property
	<ul style="list-style-type: none"> • Digital
	<ul style="list-style-type: none"> • Human Resources

About you – to succeed in this role

You will have

Essential:

- A Relevant Degree or Post Graduate qualification in Business/Project Management or significant demonstrable experience in a related field

- Demonstrable project or programme management experience, preferably in capital projects within the public sector within large and complex organisations
- Sound knowledge of, and demonstrable experience in, good project governance, reporting, monitoring and assurance frameworks appropriate to a programme of this scale
- Ability to review large complex documents and distil the relevant information or key points and risks in a fast moving, dynamic environment
- An understanding of public sector capital planning, particularly Treasury's Better Business Cases model and/or a desire to improve your understanding of these processes
- Sound understanding of financial management

Desired:

- Professional Project/Programme Management certifications or comparable experience in working in these environments
- Experience in previous projects in the health sector
- Prior experience in the application of public sector capital planning

Personal qualities:

- Excellent judgement. Excellent relationship building and management skills
- Ability to deliver under tight deadlines, both in individual and team-based scenarios
- Excellent understanding of stakeholder communications and well-developed communication skills
- Ability to effectively manage and operate under pressure in an often-ambiguous environment

- You will be able to**
- Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role
 - Take care of own physical and mental wellbeing, and have the stamina needed to go the distance
 - Able to maximise the quality and contributions of individuals and teams to achieve the organisation's vision, purpose and goals
 - Establish and maintain positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities
 - Demonstrate a strong drive to deliver and take personal responsibility
 - Demonstrate self-awareness of your impact on people and invests in your own leadership practice to continuously grow and improve
 - Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity

This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.