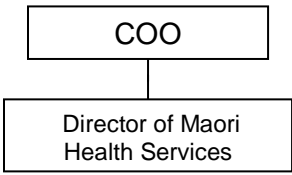




## POSITION DESCRIPTION

<b>Job Title:</b>	Director of Maori Health Services
<b>Work Unit:</b>	Maori Health Services
<b>Responsible To:</b>	Chief Operating Officer  Functional responsibility to the General Manager, Maori Health Services – Planning and Funding
<b>Responsible For:</b>	Kia Momoho Te Hapori Oranga/Whanau Ora
<b>Position Purpose:</b>	<p>The key responsibilities of the Director of Maori Health Services are:</p> <ul style="list-style-type: none"> <li>To provide advice and contribute to planning, needs analysis, capacity building and relationship management with regard to developing services and polices that effectively improve mainstream responsiveness to Maori health needs.</li> </ul>
<b>Date:</b>	05 November 2009

### Organisation Context:



**The Bay of Plenty District Health Board**

- Vision:** Healthy, thriving communities
- Mission:** Enabling communities to achieve good health and independence and ensure access to high quality services.
- Values:** Cultural values, trustworthiness, accountability and commitment, communication, flexibility, integrity, good employer.
- Key Outcomes:**
  - Improved access and inclusiveness
  - Effective, responsive health programmes
  - Improved Maori health and independence to reduce disparities
  - Improved health and independence for children and families
  - Healthy, independent and dignified ageing

## Functional Relationships:

External	Internal
Kaumatua Council Runanga Board BOP Iwi Maori health providers Consumers and Community groups Ministry of Health Local Authorities Other Government agencies	Provider Arm & Community Services Chief Medical Officer Director of Nursing Maori Health Kaupapa Service providers Toi Te Ora Public Health Services Planning & Funding team Provider arm DSAs BOPDHB Staff BOP PHOs

## Key Achievement Areas:

*The requirements in the above Key Achievement Areas are broadly identified below:*

Principal Accountabilities
<ul style="list-style-type: none"> <li> <b>Reducing Inequalities</b>                      Contribute to District Health Board Provider Arm service planning with a focus on reducing Maori health inequalities                 </li> </ul> <p><b>Means</b> (how you will achieve it)</p> <ol style="list-style-type: none"> <li>Support the BOPDHB Provider Arm management team to identify, develop and monitor strategies and actions to address inequalities in Maori health status;</li> <li>Lead or participate in BOPDHB Health Impact Assessment including the He Ritenga assessment framework and Whanau Ora impact assessments;</li> <li>Also contribute to Health Impact Assessment of inter-sectoral policies, programmes and projects;</li> <li>Support the BOP Provider Arm management and clinical team to identify, develop and monitor strategies and actions to address inequalities in Maori health status;</li> <li>Establish, maintain and facilitate inter-sectoral working relationships with the Ministry of Health, Te Puni Kokiri, Ministry of Education, Ministry of Social Development, regional Iwi, to achieve government and Iwi funded initiatives within a Maori framework;</li> <li>Establish and support the implementation of initiatives aligned with the goals and objectives of Te Ao Auahatanga Hauora Maori (Maori Health Innovation Fund) for Maori health providers;</li> <li>Contribute to Health Impact Assessment of policies, programmes and projects.</li> </ol>
<ul style="list-style-type: none"> <li> <b>Population Health / Needs Analysis</b>                      To support the assessment and identification of priorities for the health needs of the BOP Maori population.                 </li> </ul> <p><b>Means</b> (How you will achieve it)</p>

- a. Work with Planning and Funding portfolio managers and analysts to implement a comprehensive needs assessment for the BOP District Health Board's Maori population.
  - I. Ongoing collection of information related to the wider socio-economic determinants of health to incorporate into Health Needs Assessment;
  - II. Contribute to determining the prioritisation of services funded to address Maori health needs.

- **Planning**

To contribute to the strategic and annual planning work ensuring appropriate coverage of Maori health needs.

**Means** (How you will achieve it)

- a. Participate in Provider Arm development of planning frameworks and strategies for Maori health improvement;
- b. Advise and support the Provider Arm management team to review, develop and implement services that are responsive to Maori needs;
- c. Support Provider Arm service leaders to develop a comprehensive overview of Maori health identifying:
  - i. Service and planning issues (access and acceptability)
  - ii. Provider issues (capability, capacity, reconfiguration)
  - iii. Changes to service delivery (levels of service, quality, location);
- d. Work with the team to ensure that the District Strategic Plan (DSP) and District Annual Plan (DAP) incorporate appropriate Maori health gain objectives that focus on improving Maori health;
- e. Provide strategic advice and analysis on Treaty of Waitangi issues/opportunities and the implications for BOPDHB Provider Arm;
- f. Provide advice and support on the effective implementation of the Ethnicity Data Collection policy and associated protocols/procedure.

- **Maori Health Investment and Capacity Building**

Support the development of Maori health and disability infrastructure and services as per the Maori Health Plan

**Means** (How you will achieve it)

- a. To assist in the development and implementation of a framework for Maori provider development consistent with national, regional and local Maori health priorities and objectives;
- b. Contribute to the development and implementation of Maori health investment projects;
- c. Assist the provider arm service planners to identify opportunities to work collaboratively with the Maori sector in design and delivery of hospital and specialist services and coordination of services with primary care;
- d. Identify provider development needs, establish the ability of BOPDHB to assist in addressing those needs and facilitate development wherever possible;
- e. Advise and support provider arm on affirmative Maori recruitment policies, procedures and implementation;
- f. Support and promote the development of Maori research initiatives that will promote the attainment of Whanau Ora for BOP Maori.

- **Performance and Monitoring**

To support the Provider Arm to develop, monitor and report on specific Maori health improvement objectives and initiatives.

**Means** (How you will achieve it)

- a. Evaluate and report on services provided:
  - i. Performance against contract
  - ii. Quality of service
  - iii. Appropriateness of services to identified health need.
- b. Participate in the development, review and implementation of internal and external policies, planning and strategic development and alignment with Te Hapori Oranga. Develop and implement He Ritenga; Treaty of Waitangi Principles – Health Audit Framework throughout BOPDHB provider activities;
- c. Support the organisation to implement the Ethnicity Data Policy and Procedures, monitor and report regularly on the accuracy of BOPDHB's ethnicity data;
- d. Collect clinical data, examine, clarify and identify Maori health needs and specify Maori health priorities in the implementation of policy through all projects.

- **Contracting**

Work with the Provider Arm management team to develop appropriate contracts to meet Maori health needs.

**Means** (How you will achieve it)

- a. Monitor service coverage and identify service needs;
- b. Work with service managers to design innovative services to meet Maori health needs and align service contracts to match;
- c. Support service managers to negotiate and monitor service agreements with providers;
- d. Assist Portfolio Managers to regularly report on individual contract compliance including quality and audit initiatives and any issues of relevance to the current and future delivery of services.

- **Relationship Management**

Effectively engage with the Maori health sector, Maori communities and mainstream organisations in a manner that supports the effective establishment and development of strategic plan, needs assessment and services for Maori within the mainstream.

**Means** (How you will achieve it)

- a. Ensure Maori health providers are kept well informed of the activities of the DHB Provider Arm as well as national and regional activities that impact on their contracts and services;
- b. Support effective working relationships with the Ministry of Health, other government agencies, Maori non government organisations and other relevant organisations and agencies;

- c. Facilitate collaboration between/amongst Maori providers to improve seamlessness of services for clients / patients and their whanau;
- d. Ensure that Maori are consulted on all policies, programmes and projects that impact on Maori and support or lead such consultation;
- e. Assist or where appropriate lead the organisation and conduct of Hui with Maori providers and stakeholders regarding the impact of funding decisions on services;
- f. Ensure BOPDHB conducts its relationships with Maori stakeholders in a culturally appropriate manner;
- g. Manage effective intra-sectoral relationships in the development and maintenance of Maori information management.

- **Whanau Ora**

- a. Oversee operation of temporary accommodation facilities;
- b. Provide advice and support across the provider arm on all matters related to tikanga and cultural support of Maori patients and their whanau;
- c. Contribute to development and implementation of policies and programmes that effectively increase the connection of Maori communities and patients with hospital and community services of the provider arm.

- **Risk Management, Health & Safety**

Contribute to the provision of a safe environment for staff, patients and members of the public.

**Means** (how you will achieve it)

- a. Ensure commitment to and compliance with health and safety policies and procedures;
- b. Actively reduce injury accidents through the elimination of workplace hazards;
- c. Set and meet high standards of personal conduct.

**HEALTH PRACTITIONERS COMPETENCE ASSURANCE ACT 2003**

1. You are required to maintain your current competency based practicing certificate
2. You must notify Manager of any changes to scope or conditions on practice (determined by Regulatory Authority)
3. You must complete the requirements of any competency programme
4. You must notify employer of concerns relating to the risk of harm to the public of another health practitioner practicing below the required standard of competence.
5. Know the provisions of the HPCAA as the governing legislation

**Health and Safety**

You are expected to meet the health and safety requirements set out in Bay of Plenty District Health Board policies and protocols and any other requirements set out in the Health and Safety in Employment Act 1992.

**Treaty of Waitangi/Cultural Competencies**

BOPDHB is committed to the principles of the Treaty of Waitangi

## Person Specification:

### 1. Competencies Requirement

Capabilities and behaviours
<b>Effective Communication</b> Ability to write well structured policy and policy implementation advise as well as the ability to articulate that advise to a range of internal and external stakeholders including other government agencies, NGO's, whanau, hapu and Iwi. Ability to korero Maori would be a distinct advantage.
<b>Te Tiriti o Waitangi</b> Has a good appreciation and working understanding of Te Tiriti o Waitangi and Maori cultural perspectives
<b>Decision Making / Problem Solving</b> Identifies innovative solutions to problems, generates ideas not constrained by traditional views. Makes sound and timely decisions. Aware of the impact of decisions on key stakeholders and consults as appropriate utilising available resources. Ensures decision making complies with organisational strategies.
<b>Relationship building and Interpersonal Effectiveness</b> Excellent interpersonal skills with ability to build positive relationships with a wide cross section of stakeholders within organisational hierarchy as well as within the community and in particular with the Maori community.
<b>Teamwork</b> Works to build team spirit, facilitates resolution of conflict within the team, promotes/protects team reputation, shows commitment to contributing to the teams success.
<b>Tikanga Maori</b> Has a good understanding of and demonstrates practice of Maori cultural perspectives. Has a good understanding of Bay of Plenty Maori dynamics.
<b>Time Management</b> Ability to manage and prioritise amidst competing demands and within the strategic organisational framework
<b>Trust, Integrity and Leadership</b> Displays high degrees of personal integrity and leadership ability.
<b>Innovation / Initiative</b> Continually strives for new and improved work processes that will result in greater effectiveness and efficiencies.
<b>Life-long / Ongoing Learning</b> Demonstrates a commitment to and takes responsibility for ongoing professional development. Is constantly striving to acquire and maintain knowledge, skills or experience related to the position.

### 2. Knowledge and Experience

Education, Skill and Experience
A tertiary qualification in health or a related discipline together with relevant strategy and/or policy advisory experience
Proven project management experience

Knowledge and experience in public sector policy development preferably at a senior level, or has demonstrated aptitude for development in this area
Has a good understanding of reducing inequalities policies in NZ and of the social, cultural and economic determinants of health
Experience of working collaboratively with a range of agencies and with communities
Proven successful experience that demonstrates well developed analytical skills
Very good understanding of the role of DHB's, local authorities and government agencies in addressing the needs of communities
Awareness of the political environment health services operate within

### 3. Organisational Environment

<b>Shared Vision Te Matakite</b>	Bay of Plenty Together, A Healthy Community Bay of Plenty Whanui He Rohe Oranga
<b>Our Mission Te Kaupapa</b>	Improving, promoting, protecting and caring for the health and wellbeing of the people of Bay of Plenty
<b>Our Aims</b>	<ul style="list-style-type: none"> <li>• To promote healthy lifestyles and self responsibilities</li> <li>• To have the people and infrastructure to meet changing health needs.</li> <li>• To have people as healthy as they can be through promotion, prevention, early intervention and rehabilitation.</li> <li>• To have services that are people centred and accessible where the health sector works as one.</li> <li>• To have a multi-agency approach to health.</li> <li>• To improve the health of Maori and groups with poor health status</li> <li>• To lead and support the health and disability sector and provide stability throughout change.</li> <li>• To make the best use of the resources available.</li> </ul>
<b>Nga Tikanga - how we work together and with others</b>	<ul style="list-style-type: none"> <li>• Treating people with trust, respect and compassion</li> <li>• Communicating openly, honestly and acting with integrity.</li> <li>• Enabling professional and organisational standards to be met.</li> <li>• Supporting achievement and acknowledging successes.</li> <li>• Creating healthy and safe environments</li> <li>• Welcoming new ideas</li> </ul>
<b>Our Strategic Focus Areas</b>	<p>Health Priorities to focus on:</p> <ul style="list-style-type: none"> <li>• Managing chronic conditions</li> <li>• Mental Health &amp; Addictions</li> <li>• Oral Health</li> <li>• Disability Support</li> </ul> <p>Groups to focus on:</p> <ul style="list-style-type: none"> <li>• Children and Young People</li> <li>• Older People</li> <li>• Maori People</li> </ul>