

## POSITION DESCRIPTION

# Canterbury

District Health Board

Te Poari Hauora o Waitaha

March 2019

This Position Description is a guide and will vary from time to time and between services and/or units to meet changing service needs

The Canterbury District Health Board is committed to the principles of the Treaty of Waitangi and the overarching objectives of the New Zealand health and disability strategies.

### **Organisational Vision**

The CDHB's vision is to improve the health and well being of the people living in Canterbury.

### **Organisational Values**

- Care & respect for others
- Integrity in all we do
- Responsibility for outcomes

### **POSITION TITLE:**

**TEAM LEADER, Community & Public Health, Greymouth Office, West Coast.**

### **REPORTS TO (Title):**

West Coast Regional Manager, Greymouth Office

### **REPORTS ON A DAILY BASIS TO:**

West Coast Regional Manager

### **PRINCIPAL OBJECTIVE**

The Team Leader is responsible for the effective and efficient running on a day-to-day basis of the Programme, Projects and identified staff, including planning, monitoring, evaluation and ongoing development of work.

### **FUNCTIONAL RELATIONSHIPS:**

(Who are the customer/consumers/patients)

#### **Internally:**

1	C&PH Management
2	Regional Manager, West Coast Office
3	Public Health Specialist/Medical Officer of Health
4	West Coast Leadership Team
5	Other Team Leaders
6	Administration Support
7	Other relevant C&PH Teams & Regional Networks
8	Other relevant CDHB staff (e.g. Planning & Funding) as appropriate

#### **Externally:**

1	Relevant WCDHB staff
2	Other relevant public health providers
3	Local iwi and other relevant Māori organisations
4	Key Organisations including those influencing/impacting on public health
5	Local and regional Authorities
6	Other relevant community contacts

**KEY PERFORMANCE OBJECTIVES:**

<b>Task</b>	<b>Staff Supervision</b> <ul style="list-style-type: none"><li>• Supervision of tasks undertaken by team members in conjunction with the Manager</li><li>• Allocation and monitoring of work</li><li>• Approval of IWPs and performance assessment in conjunction with Manager</li><li>• Meet regularly with individual team members to monitor and record progress.</li><li>• Identify performance issues</li></ul>
Expected Result	<ul style="list-style-type: none"><li>• All team members are supported with up-to-date assessments recorded</li><li>• Staff feel supported and functioning effectively.</li><li>• All performance issues are resolved in partnership with Manager</li><li>• Strong working relationship with Manager</li></ul>
<b>Task</b>	<b>Project Coordination and Evaluation</b> <ul style="list-style-type: none"><li>• In consultation with the Manager, PH Specialist, oversee the development of programme/regional and project plans with evaluation integrated.</li><li>• Ensure all team members have clearly allocated responsibilities as set out in individual work plans</li><li>• Ensure an equitable distribution of workloads</li><li>• Oversee and monitor project budgets to specified levels</li><li>• Ensure early detection of adverse trends, issues or outcomes and report these to the Manager and staff involved</li><li>• Provide ongoing leadership to allocated staff</li><li>• Ensure reporting responsibilities are met</li></ul>
Expected Result	Relevant plan/s are developed, approved, implemented and reported on time and within budget, with clear outlines of team and individual's roles and responsibilities
<b>Task</b>	<b>Communication</b> <ul style="list-style-type: none"><li>• To ensure effective communication with Manager, Public Health Specialist, other team leaders and team members</li><li>• Ensure all external communications are timely and effective</li></ul>
Expected Result	<ul style="list-style-type: none"><li>• Effective communications established with internal and external stakeholders</li><li>• Team meetings are effective.</li></ul>
<b>Task</b>	<b>Relationship development and Point of Contact</b> <ul style="list-style-type: none"><li>• Develop and maintain effective relationships with relevant internal and external stakeholders, including Māori</li><li>• Ensure efficient response to any contacts or requests received</li></ul>
Expected result	<ul style="list-style-type: none"><li>• Effective relationships maintained with all relevant external &amp; internal stakeholders</li><li>• All contacts or requests are responded to efficiently</li></ul>
<b>Task</b>	<b>Leadership</b> <ul style="list-style-type: none"><li>• Role model high professional standards</li><li>• Role model commitment to the principles of the Treaty of Waitangi and reducing inequalities for Māori</li><li>• Support team members to develop and maintain effective and efficient work practices</li><li>• In conjunction with Public Health Specialist, and Manager ensure all projects and practices are based on best public health practice.</li></ul>

Expected Result	High professional practices are developed and maintained by all team members
<b>Task</b>	<b>Financial Responsibility</b>
	Approval of budget expenditure as detailed in project plan budgets to specified levels.
Expected Result	Project budget allocation appropriately and project expenditure is appropriate and within budget.
<b>Task</b>	<b>Effective Team processes</b>
	<ul style="list-style-type: none"> <li>• Ensure effective quality processes are developed and maintained for all team activities</li> <li>• Ensure team is integrated well with other relevant teams and professional networks within C&amp;PH</li> <li>• Ensure team responsibilities across C&amp;PH and DHBs are met and shared equitably by all team members</li> <li>• Ensure team members are familiar with and apply the appropriate organisational and divisional policies and procedures</li> </ul>
Expected Result	Team uses effective quality processes Table of Contents for reviewing procedures is up-to-date and completed on time Team is well-integrated with relevant parts of C&PH & DHBs
<b>Task</b>	<b>Project Work</b>
	<ul style="list-style-type: none"> <li>• Participate in project work as identified in project and individual plans</li> </ul>
Expected Result	<ul style="list-style-type: none"> <li>• Team leader contributes to implementing and reporting on projects</li> </ul>
<b>Task</b>	<ul style="list-style-type: none"> <li>• Undertake other tasks as directed by C&amp;PH Managers. This may include but is not limited to extra public health duties during a public health emergency.</li> </ul>
Expected Result	Required tasks are completed

### **QUALIFICATIONS & EXPERIENCE:**

#### **Essential**

- Leadership/management experience
- Excellent Communication skills
- A knowledge of the West Coast and its community
- Good working knowledge of relevant networks and organisations
- A passion or experience/qualification in Public Health

#### **Desirable**

- Understanding of Health Protection issues and other public health legislative requirements
- Experience of working within Public Health Units
- A high level of competence in managing budgets
- Established links with Māori community
- Project planning, evaluation and report writing experience

## **PERSONAL ATTRIBUTES:**

### **MANDATORY**

#### **Key Behaviours:**

- Ability to “work together” in a truthful and helpful manner.
- Ability to “work smarter” by being innovative and proactive.
- Accepts responsibility for actions.
- Credibility with C&PH staff
- Ability to provide inspirational and motivational leadership to a team of health professionals
- Highly motivated, adaptable, with **passion** for public health issues
- Highly **organised**, with the ability to identify priorities and good time management skills.
- A strong understanding of and commitment to effective **public health** practice.
- An awareness of the overall health and political **environment** that services operate in, and the ability to identify opportunities within this environment
- Excellent communication and **relationship building skills** with individuals and groups
- Effective **presentation** skills
- Ability to **plan, evaluate and report** on work
- A strong commitment to the Treaty of Waitangi and working effectively with a range of cultures
- Current driver’s licence

#### **QUALITY:**

Every staff member within CDHB is responsible for ensuring a quality service is provided in their area of expertise. All staff are to be involved in quality activities and should identify areas of improvement. All staff are to be familiar with and apply the appropriate organisational and divisional policies and procedures.

### **HEALTH & SAFETY:**

Implement or lead and implement emergency procedures and maintain a safe and secure work environment by following relevant Canterbury DHB and Divisional policies, protocols and standards. This includes but is not limited to:

- Practice safe work habits and ensure the health and safety of yourself and others
- Make unsafe work situations safe or, inform a supervisor or manager
- Is knowledgeable about hazards in the work area and the procedures in place to identify and control hazards
- Use Personal Protective Equipment correctly and when required
- Report hazards, incidents, accidents, and near misses promptly and accurately
- Seek advice from manager is unsure of work practices
- Complete mandatory training as required
- Is knowledgeable of emergency procedures and evacuation plans
- Assists in maintenance of equipment, & reports faulty equipment promptly
- Actively practice clinical standard precautions
- Maintain knowledge of and promote H&S policies to staff
- Report to the General Manager on H&S issues, meetings, programmes and initiatives
- Ensure H&S programmes are sustained and adequately resourced
- Ensure appropriate system is in place to identify, and control workplace hazards
- Ensure accidents and injuries are reported and investigated, ensure relevant documentation is completed and forwarded to H&S Advisor
- Ensure all employees are provided with information about hazards & controls in the workplace
- Ensure all staff are induced in H&S policies & procedures relevant to their position & workplace
- Ensure regular audits to monitor hazard identification and control

### **NON-SMOKER:**

Community & Public Health has a policy of only employing people who are non-smokers. For this application a non-smoker is defined as someone who has never smoked, or has not smoked for the last three months. If you are appointed to this position, it will be a condition of the employment that you are, and remain, a non-smoker.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by staff in this job classification. Staff members may be requested to perform job related tasks other than those specified.