

STATEMENT OF ACCOUNTABILITY

Programme Manager, Canterbury Health Laboratories

TEAM

CHL Leadership Team

POSITION TITLE

Programme Manager

REPORTS TO

General Manager of Pathology and Laboratories, CHL

OUR TEAM ACCOUNTABILITY

As a member of the Leadership Team for CHL, this role has shared accountability for:

- Engaging the CHL team, the CDHB, the WCDHB and Our Health Systems to build trust, common understanding and shared ownership.
- Growing the understanding and engagement of the CHL team with the vision and goals of the Canterbury and West Coast Health systems.
- Ensuring clarity of CHL purpose, developing clear direction, plans, alignment and priority and making sure all teams and roles know their accountability and responsibility.
- Building the capability of the Programme team function to make it happen and the process capability to do it effectively and efficiently.
- Ensuing communication, across the clinical team, CHL, the CDHB, WCDHB and Our Health Systems, to the effect that everyone remains aligned with and informed about our plans, priority and progress.

The CHL Leadership Team shares accountability for the Labs Leadership Charter and for collectively and individually bringing this to life in working with each other, the CHL team and all stakeholders of CHL.

MY ROLE RESPONSIBILITY

The Programme Manager will work in partnership with the General Manager of Pathology and Laboratories to oversee the operations of the individual projects within the CHL Development Programme.

The Programme Manager is responsible for ensuring that each individual project within the Programme are executed within accordance to the plan.

Specifically the role has responsibility for:

- Daily management through the life cycle of the Programme.
- Defining the Programme controls, that is the processes, procedures, reporting, etc., to manage the Programme.
- Planning the overall Programme and monitor progress to make sure that milestones are being met across the various projects and Programmes.

- Managing the Programme budget.
- Managing the risks and issues that might and do arise over the course of the Programme life cycle, as well as take measures to correct them when they occur.
- Coordinating the projects and their interdependencies between the various projects and Programmes in the Programme.
- Managing and use resources across the various projects and Programmes in the Programme.
- Managing stakeholders who are involved in the projects and Programmes in the Programme.
- Making sure deliverables are aligned across the projects and Programmes in the Programme.

MY CAPABILITY

- Display self-knowledge
- Be a person of value to others and the organisation
- Think and act strategically
- Develop clear direction and plans aligned to vision and goals
- Build and sustain organisational innovation
- Foster a culture of responsibility and commitment
- Strong experience as a project manager of a large and complex project.
- Broad knowledge of project and Programme management methodologies.
- Ability to work with a wide range of individuals.
- Strong leadership and managerial skills with appropriate experience.
- Strong knowledge of budgeting and resource allocation procedures.

MY RELATIONSHIPS TO NURTURE

Internal

- General Manager of Pathology and Laboratories, CHL
- Chief of Pathology, CHL
- Project Managers, CHL
- Clinical Directors, CHL
- Service Managers, CHL
- Section Heads, CHL
- Quality Manager, CHL
- LIS Manager, CHL
- Finance Manager, CHL
- Key personnel and staff of CHL and CDHB
- Facilities Development Programme Office, CDHB
- ISG Programme Office, CDHB
- Planning and Funding Office, CDHB

External

- Vendors
- SLA Laboratory Partners
- Labnet Partners
- Other DHB contacts