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| TEAM  | Wellbeing, Health and Safety |
| POSITION TITLE | Health Professional |
| REPORTS TO | Health and Wellbeing Manager |

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| OUR TEAM ACCOUNTABILITY | As a member of the Wellbeing, Health and Safety team, (WHST) this role has shared accountability for:* **Engaging** the WHST, the Canterbury District Health Board (CDHB), the West Coast District Health Board (WCDHB) and our health systems to build trust, common understanding and shared ownership.
* **Growing** the understanding and engagement of the WHST with the vision and goals for the Canterbury and West Coast health systems and ensuring alignment of the wellbeing health and safety plan with this direction.
* **Ensuring** clarity of WHST purpose, direction, plan, programmes of work and priority and making sure all WHST members know their role responsibility.
* **Building** the service delivery capability of the WHST to make it happen and the process capability to do it effectively and efficiently.
* **Communicating,** in order that within the WHST, the wider People and Capability function, the CDHB, WCDHB and Our Health Systems, everyone remains aligned with and informed about the wellbeing health and safety plans, programme priority and progress.

This shared accountability will be exercised in support of the organisation’s People Strategy and the People and Capability operating model whereby the WHST leads the establishment, development and maintenance of the wellbeing health and safety community of expertise across the CDHB, WCDHB and respective health systems. |

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| MY ROLE RESPONSIBILITY | The Health Professional – Workforce Health is responsible for working with the WHST and across all stakeholders to provide subject matter expertise as part of the planning process for the annual programme of work focused on the reduction of health-related absences. The role will also be responsible for developing and implementing the proactive and reactive based initiatives and interventions for our people supporting them to stay at work or return to work following a health-related absence.In assuming this responsibility, the role is required to be an effective and valued partner of both CDHB and WCDHB through supporting the vision and goals of the respective health systems and People Strategies.The role is specifically responsible for:* Work in partnership with Managers, People and Capability Advisors, ER Advisors and Wellbeing, Health and Safety Team members as a multi-disciplinary team to ensure effective case management to support our people to stay at or return to work,or resolve in an alternative appropriate way.
* Developing and maintaining effective relationships and ways of working within the WHST; across CDHB and WCDHB; and with third parties to optimise delivery, progress and continuous improvement.
* Analysing and prioritising work demands to ensure smooth transitions from current to future state.
* Facilitating the implementation of health-related absence management programmes across the CDHB and WCDHB.
* Understanding legislative requirements and provide advice on whether policies and procedures are current and fit for purpose.
* Participating in the development and communication of pathways, procedures, tools, analysis and reporting for the Tō Tātou Ora and other wellbeing programmes of work
* Constantly reviewing progress against agreed goals and targets and communicating any need for adjustment as required.
* Maintaining effective communications with all key stakeholders so there is maximum clarity and engagement with the plan and programme.
* Maintaining case notes and records and produces timely and high quality reports.
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| MY CAPABILITY | * Hold a current NZ Health Professional Practising certificate
* Display self-knowledge
* Demonstrated ability to be proactive and use initiative
* Demonstrates ability to take responsibility
* Effectively engage, facilitate, negotiate and influence
* Adept at problem solving and process improvement
* Build relationships and mobilise support
* Empower others to act and share accountability
* Foster a positive culture
* Support continuous improvement by managing change
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| MY RELATIONSHIPS TO NURTURE | Internal* Head of Wellbeing, Health and Safety
* Health and Wellbeing Manager
* Health and Safety Manager
* WH&ST members
* Coaching and Consulting
* People and Capability COE’s
* CDHB and WCDHB Managers
* CDHB and WCDHB Employees
 | **External*** Health System providers
* ACC
* Third party providers
* Regional DHB’s
* Professional bodies
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| MY WELLBEING, HEALTH AND SAFETY | **Care starts here**People are at the heart of all we do. Ensuring we all stay well is up to all of us. It starts with staying safe and this starts with you. * **Look:** It’s everyone’s responsibly to be on the lookout for risks.
* **Make the right choice:** If you see a risk, either fix it yourself if that’s the right thing to do, or speak up so someone else can. If you’re not sure what to do look at the relevant policy and procedure.

 Through working together, we can look after ourselves and those around us. |