

POSITION DESCRIPTION

Canterbury

District Health Board

Te Poari Hauora o Waitaha

2 August 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 wellbeing of the people living in Canterbury.

Organisational Values

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

POSITION TITLE:

Health in all Policies Adviser

REPORTS TO (Title):

Manager Policy Team

REPORTS ON A DAILY BASIS TO:

Team Leader Policy Team

PRINCIPAL OBJECTIVES:

The Health in all Policies adviser will support capacity building around health in all policies and the determinants of health for CDHB staff and key external agencies

FUNCTIONAL RELATIONSHIPS:

(Who are the customer/consumers/patients)

INTERNALLY:

1	Public health specialist
2	Policy team members
3	CPH staff
4	CDHB staff
5	Administration staff

EXTERNALLY:

1	Environment Canterbury
2	Territorial Local Authorities
4	Ministry of Social Development
5	Other key Government and non Government agencies

KEY PERFORMANCE OBJECTIVES:

Task	To provide support for the development and coordination of submissions for Community and Public Health and the wider DHB
Expected Result	Submissions are coordinated and developed in a planned and timely fashion and reflect the work of the whole organisation including the wider DHB.
Task	To build and maintain working relationships with key organisations that influence and or impact on public health
Expected Result	Effective working relationships established with key organisations
Task	To support capacity building activities to support a health in all policies framework both internally and externally
Expected Result	A health in all policies framework is adopted by CDHB staff and our key partners
Task	Support the use and roll out of Health in all Policies tools and methodologies e.g. Health Impact Assessment, especially in relation to earthquake recovery.
Expected Result	Health in all Polices tools are utilised by external agencies
Task	Lead the process of developing clear communications about Health in all Policies both within the DHB and external agencies.
Expected result	An increased understanding of the Health in all Policies approach by the CDHB and key government and non-government agencies

HEALTH & SAFETY:

- Observe all Canterbury DHB safe work procedures and instructions
- Ensure your own safety and that of others
- Report any hazards or potential hazard immediately
- Use all protective equipment and wear protective clothing provided
- Make unsafe work situations safe or, if they cannot, inform your supervisor or manager
- Co-operate with the monitoring of workplace hazards and employees health
- Ensure that all accidents or incidents are promptly reported to your manager
- Report early any pain or discomfort
- Take an active role in the Canterbury DHB's rehabilitation plan, to ensure an early and durable return to work
- Seek advice from your manager if you are unsure of any work practice

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.

QUALIFICATIONS & EXPERIENCE:

Essential:

- Relevant tertiary qualification
- Demonstrated leadership capabilities
- Demonstrated ability to engage with a wide range of stakeholders and deliver collaborative outcomes
- Proven experience in current facilitation methods
- Experience in developing and managing projects
- Well developed communication skills
- Proven writing skills in a range of formats, i.e. reports, newsletters, submissions.
- Demonstrated analytical skills
- Demonstrated self starter
- Proven experience in working across sectors
- Experience working in a bicultural framework

Desirable:

- Public Health qualification
- Sound knowledge of local community infrastructure
- Knowledge of the policy process
- Understanding of the health impacts of public policy
- Understanding of a Health in all Policies framework
- Knowledge of HIAP tools e.g. Health Impact Assessment

PERSONAL ATTRIBUTES:

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.
- Highly motivated, adaptable with a passion for public health issues
- Highly organised with the ability to identify priorities
- Conceptual thinker but able to get into the detail when appropriate
- Good time management skills
- An awareness of the overall health and political environment
- Effective presentation skills
- A strong commitment to the Treaty of Waitangi and working effectively with a range of cultures
- Current drivers licence
- Excellent communication and relationship skills both with individuals and groups
- Ability to plan, evaluate and report on work
- A team player

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.