

STATEMENT OF ACCOUNTABILITY

Coordinator - Allied Health Scientific & Technical Workforce Support

TEAM

Allied Health Scientific & Technical Workforce Team

ROLE TITLE

Coordinator - Allied Health Scientific & Technical Workforce Support

REPORTS TO

Director of Allied Health – Workforce Waitaha Canterbury and Te Tai o Poutini West Coast

OUR CULTURE

At our Waitaha Canterbury and Te Tai o Poutini West Coast, we are committed to honouring the Te Tiriti o Waitangi and its principles by ensuring our partnership with Māori are at the forefront of all our conversations. We are also committed to putting people at the heart of all we do, so that we are all supported to deliver world class healthcare to our communities. This means we all behave with honesty, integrity and courage; doing the right thing by each other and our communities. We demonstrate care and concern for our own and others wellbeing. We believe that diversity and inclusion is critical to ensure we deliver the best care for our diverse communities. Therefore, we always respect and value everyone's differences. When making decisions we consider and seek a diverse range of viewpoints especially those from minority groups.

OUR TEAM ACCOUNTABILITY

As a member of the Waitaha Canterbury and Te Tai o Poutini West Coast Allied Health Scientific & Technical (AHS&T) Workforce Team (WFT) this role has shared accountability for:

- Supporting the Chief of AHS&T (CAHST) in the delivery of Waitaha Canterbury and Te Tai o Poutini West Coast key strategic and workforce initiatives.
- Delivery of key strategic workforce projects to support the ongoing development of our Allied Health and Scientific & Technical teams across the varied professions at both a local, transalpine & regional level.
- Strengthening our focus on equity, diversity and inclusion and promote better outcomes for Māori, Pasifika and other target population groups.
- Partnering with AHS&T Clinical & Operational Leaders, to ensure consideration of inter-professional solutions in everything we do and that the environment in which clinical excellence can flourish is generated.
- Supporting the continued integration of our services across primary, secondary and tertiary services and assisting the Directors of Allied Health, Clinical leaders and Operational leaders to ensure clinical consistency of services delivered across Waitaha Canterbury and Te Tai o Poutini West Coast.

MY ROLE RESPONSIBILITY

The Coordinator – AHS&T Workforce Support is responsible for supporting & enabling the Director of Allied Health Workforce Waitaha Canterbury and Te Tai o Poutini West Coast, and the wider AHS&T Workforce Team in the development and implementation of the key programmes of work to ensure successful outcomes through a transformational journey.

Specifically, the role is responsible for:

- Assisting the workforce team to strengthen our focus on equity, diversity and inclusion and promote better outcomes for Māori, Pasifika and other target population groups.

- Providing administration support and coordination for workforce projects for the Director of Allied Health Workforce and the wider team including the Allied Health Care Capacity & Demand (CCDM) programme.
- Co-ordinating and navigating milestones on a daily, weekly and monthly basis thus enabling the Director of Allied Health Workforce, and the wider team to successfully achieve business objectives.
- Proactive issues management and relationship management to enable the Director of Allied Health Workforce, and the wider teams' priorities and business objectives to be successfully achieved.
- Assisting with and facilitating development & use and of Workforce Team (WFT) databases management, HealthLearn, and other relevant platforms/applications.
- Compiling straightforward, accurate reports & presentations for the WFT and the AH CCDM programme using data available on from relevant databases/spreadsheets including TEAMS and Power BI.
- Ensuring communications are efficient and support the application of all Waitaha Canterbury and Te Tai o Poutini West Coast policies, processes and tools so that the AHS&T workforce team remain connected for meetings and huddles using communication technologies e.g. TEAMS and ZOOM.
- Administration of contracts and reporting relating to pre-registration and Health Workforce contracts.
- Coordinating, monitoring and participating in improvement activities relating to workforce priorities and projects.
- Displaying critical and logical thinking and identifying opportunities & solutions for streamlining and improving efficiency in WFT and CCDM systems & management.
- Providing a contact point for the team for other Waitaha Canterbury and Te Tai o Poutini West Coast staff and key external stakeholders.
- Coordination of and support to ensure successful delivery of event and administration for workshops and local meetings including study days/ conference attendance.
- Assisting with development and delivery of Workforce Team inductions.
- Supporting the development and delivery of WFT project related communications in consultation with the Communications Team & key stakeholders

MY CAPABILITY

To be effective and succeed in this role it is expected the person will have proven capabilities against the Leads Self leadership focus:

A person with this leadership focus will not hold formal leadership accountabilities but are responsible for displaying leadership character and driving service delivery within their role and team.

- **Cultural Awareness** – Understands the needs of Māori and adjusts approach to ensure equitable outcomes.
- **Self-Aware** - Understands their impact on others and strengthen personal capability over time.
- **Engaging others** - Connect with people; to build trust and become a leader that people want to work with and for.
- **Resilient and Adaptive** - Show composure, resolve, and a sense of perspective when the going gets tough. Helps others maintain optimism and focus.
- **Honest and Courageous** - Delivers clear messages and makes decisions in a timely manner; to advance the longer-term best interests of the people we care for.
- **Achieving Goals** - Demonstrate drive, optimism, and focus; to make things happen and achieve outcomes.
- **Managing Work Priorities** - Plan, prioritise, and organise work; to deliver on short, medium and long-term objectives across the breadth of their role.
- **Curious** - Seeks and integrates ideas, information, and different perspectives.

Qualifications, experience, knowledge and skills:

Essential:

- Be culturally sensitive, with an understanding of the Principles and Articles of Te Tiriti o Waitangi.
- Experience working with people from diverse backgrounds.
- Excellent written and verbal communications skills.
- Excellent interpersonal skills including ability to engage & communicate with all people of all background.
- Skilled at understanding complex information and presenting it simply and accurately.
- Computer literate, competent in the use of the Microsoft Suite including; Word, Outlook, PowerPoint, Excel and TEAMS and Sharepoint.
- Competent data entry skills including data organisation and basic data analysis.
- Familiarity with and/or experience in the use of Oracle, Orbit Bookings and healthLearn.
- Excellent time management and the ability to self-manage.
- Able to work independently and in a team.

Desirable:

- Experience working in a health environment
- Relevant qualification or experience e.g. NZQA Level 3 Health & Wellbeing
- Knowledge of project management & improvement science.

MY RELATIONSHIPS TO NURTURE

Internal

Allied Health Scientific & Technical Staff
Chief Allied Health, Scientific & Technical
Directors of Allied Health
Clinical Leaders – Scientific & Technical
General Managers
Operational Managers
Nursing & Midwifery, Medical leaders
and other staff across Waitaha
Canterbury and Te Tai o Poutini West
Coast
People & Capability Team
Planning & Funding
Quality & Improvement Team
Nursing & Midwifery CCDM team

External

AHS&T colleagues regionally, nationally and internationally
Other health service providers
Tertiary training providers
Support services/ NGOs
Professional & regulatory bodies
Government Agencies
Patients and their families/whānau
Unions
Other relevant stakeholders

OUR WELLBEING, HEALTH AND SAFETY

At our Waitaha Canterbury and Te Tai o Poutini West Coast, we're committed to promoting a culture where our people's wellbeing, health and safety is at the core of everything we do. We're committed to a healthy and safe working environment to enable everyone to return home safe and well every day. We're driving for a positive, inclusive, engaging culture where our people feel safe and engaged in their work.

We know that it's really important to look after yourself, in order to provide the best possible care to our community. We are all responsible for the health and safety of ourselves and each other. We need to work together to ensure wellbeing, health and safety risks do not put our people at risk of harm.

MY CLINICAL CAPABILITIES

Not applicable