

# Statement of Accountability

## District HSS Risk Facilitator in the office of the District Chief Medical Officer

Service Name	Office of the District Chief Medical Officer		
Role Title	District HSS Risk Facilitator		
Reports to	District Chief Medical Officer		
Date	August 2025	Salary Band	N/A
Location	Christchurch	Department	Corporate
Term	Permanent		

### About us

The Health System in Aotearoa is transforming as we implement the Pae Ora/Healthy Futures vision of an improving system where people live longer in good health, with improved quality of life and equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five key goals:

1. The health system will reinforce Te Tiriti's principles and obligations.
2. All people can access comprehensive support in their local communities to help them stay well.
3. Everyone will have equal access to high-quality emergency and specialist care when needed.
4. Digital services will provide more people with the care they need in their homes and communities.
5. Health and care workers will be valued and well-trained for the future health system.

### Te Mauri o Rongo – The New Zealand Health Charter

To guide the culture, values, and behaviour expected within the health service, The Health New Zealand Charter, **Te Mauri o Rongo**, establishes common values, principles, and behaviours through the four **Pou**, which guide health organisations and their workers. As the New Zealand health system reforms, Te Mauri o Rongo reinforces and embraces Te Tiriti and our obligations to it.

The **Pou** form a foundation from which we can transform the health system's culture. Everyone is encouraged to align with the Pou and embrace the values and behaviours that the Pou represent. Employers and employees are expected to uphold Te Mauri o Rongo in their work and services as part of our commitment to achieving Pae Ora (healthy futures) for all. It is, therefore, essential that we all uphold the four Pou of Te Mauri o Rongo:

Wairuatanga	The ability to work with heart.	<i>"When we come to work, we are able and supported by others to be our whole selves. When we return home, we are fulfilled".</i>
Rangatiratanga	Ensuring that the health system has leaders at all levels who are here to serve	<i>"As organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all."</i>
Whanaungatanga	We are a team, and together, a team of teams.	<i>Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe. Together, we are whānaunga, and we are the workforce - kaimahi hauora."</i>
Te Korowai Manaaki	We seek to embrace and protect the workforce.	<i>"The wearer of the cloak has the responsibility to act/embody those values and behaviours."</i>

## Our Team Accountabilities

Working in the Office of the District Chief Medical Officer (CMO), the Waitaha Hospital and Specialist Services (H&SS) Risk Facilitator role involves supporting and coordinating the risk reporting and risk management processes across the hospital function of our business.

You will work closely and collaborate effectively with teams across Waitaha H&SS to support the identification, assessment, review and reporting of risks. This will include development of risk assessments and risk management plans and being responsible for ensuring risks are appropriately presented and escalated to senior leadership teams.

You will be looking for your next challenge or stepping up to the next level in your career.

You will have an efficient, pragmatic and approachable style with the ability to build productive relationships with people at all levels and the ability to translate concepts into language the business will understand.

You will have experience managing your own outputs and deliverables to achieve the required outcomes within an intent and outcome driven team.

You know how to operate within a complex, fast paced and ever-changing environment and can use your expert communication and influencing skills to bring clarity and alignment.

You love a challenge, keep calm under pressure, have a curious mindset and can work collaboratively to balance shared deliverables and personal accountability.

Particularly, this role has accountability for:

- **Leading** and engaging within services, the wider organisation, and Our Health System and key stakeholders to build trust, common understanding and shared ownership.
- **Developing**, contributing to and aligning system-wide direction and plans, establishing clear priorities, and supporting parts of the system to understand and deliver on the accountabilities they share.
- **Building** people capability to deliver our direction and plans, while also building process capability to do so effectively and efficiently.
- **Communicating** in such a way that across teams, Our Health System and our people remain aligned with and informed about plans, priorities and progress.

This shared accountability will be exercised in support of the organisation's vision to be a fully integrated healthcare system.

## Role Responsibilities

**POSITION STATEMENT:** The Waitaha H&SS Risk Facilitator is responsible for supporting and coordinating the system and teams to identify, record and report risk across all sites.

The role will also work with departments to educate and support the teams on how to define a risk or issue, how to articulate a risk, how to assess a risk and how it is reported including controls and mitigations (in alignment with the HNZ Risk Management Policy, Framework and Process

Key Outcomes Areas	Expected Activities / Performance Indicators – Position Specific
Quality, Governance and Service Development	<ul style="list-style-type: none"><li>• Supporting services and directorates in actively identifying risks and ensuring appropriate management and regular reporting to the GDO and others on the District Leadership Team (DLT)</li></ul>

	<ul style="list-style-type: none"> <li>• Provide expert risk management advice and assist managers to discharge their risk management responsibilities and obligations</li> <li>• Triaging and reporting risks from departments to the District Chief Medical Officer (CMO) and District Leadership Team (DLT) through to Regional and National teams.</li> <li>• Participating in service and directorate meetings to guide and support risk discussions and foster a culture of strong risk management.</li> <li>• Networking with counterparts across Te Wai Pounamu to ensure consistency in the use of risk registers and adherence to the National Risk Framework.</li> <li>• Ensure our current HSS Risk Register, currently housed in an excel worksheet, is accurately moved onto Safety1st reporting systems.</li> <li>• Developing risk management systems and processes for Waitaha HS&amp;S, aligned with the National Risk Policy and Framework principles and processes.</li> <li>• Establishing risk management reporting suitable for different audiences within the organisation and the wider healthcare system.</li> <li>• Identifying areas for improvement and change across the organisation through risk analysis.</li> <li>• Providing education and training on risk management to teams across Waitaha HS&amp;S.</li> <li>• Adapting processes and systems and as required.</li> </ul>
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## Your Capability

Capability Area	Behavioural Descriptor
Cultural Responsiveness	<b>Understand the needs of Māori</b> and improve practices to ensure equitable outcomes.
Self-Aware	Understand your impact on others and strengthen your capability over time. <b>Display self-knowledge and take self-responsibility.</b>
Engaging others	Connect with people, be accessible and approachable, build trust, and become the sort of leader people want to work with and for. Foster a <b>culture of responsibility, helping and compassion.</b>
Resilient and Adaptive	Show composure, resolve, and perspective when "the going gets tough." <b>Model a positive and flexible leadership style</b> and support others in maintaining optimism and focus.
Honest and Courageous	Deliver clear messages and make decisions with integrity. Address issues as they arise with clarity and a positive mindset. Keep the focus on the needs of the people we care for.
Achieving Goals	<b>Demonstrate drive, optimism, and a focus on making things happen</b> and achieving outcomes. Build and sustain service improvement systems.
Managing Work Priorities	Plan, prioritise, and organise work. Review short, medium, and long-term objectives regularly.
Curious	Seek to integrate fresh ideas, new data and information, and different perspectives.

## Qualifications, Experience, Knowledge, Skills:

You will have:	<b>Essential:</b> <ul style="list-style-type: none"> <li>• Bachelor's degree or equivalent qualification in a relevant field or a clinician working towards these qualifications.</li> </ul>
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- Good quality communication and interpersonal skills with the ability to tailor communications to the audience.
- A proven ability to work collaboratively across a multidisciplinary team and with internal and external stakeholders.
- A full understanding of the different parts of the Health system (ie Primary, Secondary, Tertiary and Quaternary care) and the roles each of them play in the health journey of consumers.
- A knowledge of the different parts of the Region and the Districts, and how these different parts must interact in order for the Region to meet its Priorities and Targets as set out by Health New Zealand.
- Demonstrated ability to operate with limited day to day guidance and direction.
- Proven ability to build and maintain a system of business connections.
- Strong written and oral skills to present information to senior leadership teams.
- Advanced proficiency in Microsoft Office and Teams applications including Teams, Excel, Word etc.
- Proven problem-solving skills.
- Highly organised, accurate and with effective time management skills.
- Upholds confidentiality with a reputation for high integrity and discretion.

**Desired:**

- Experience in risk management.
- A clinician from Nursing, Allied Health, Midwifery or Medical background, with an interest in Risk and Safety.
- Experience in educating and supporting the understanding of policies and frameworks.
- Experience in the health sector.
- Understanding of operational processes in a large organisation.

## Key Relationships/ Interfaces to Nurture

Internal	External
<ul style="list-style-type: none"> <li>• District Clinical Chiefs - Chief Medical Officer, Chief of Nursing, Chief of Allied Health, Chief of Midwifery</li> </ul>	<ul style="list-style-type: none"> <li>• Current and potential referrers, clients and patients</li> </ul>
<ul style="list-style-type: none"> <li>• Group Director of Operations (GDO)</li> </ul>	<ul style="list-style-type: none"> <li>• HSS Risk Facilitators across the Region</li> </ul>
<ul style="list-style-type: none"> <li>• Operational General Managers of the District</li> </ul>	<ul style="list-style-type: none"> <li>• HSS Risk Facilitators across the National space</li> </ul>
<ul style="list-style-type: none"> <li>• All Clinical Leaders, Waitaha Canterbury, Quality Leads and coordinators.</li> </ul>	<ul style="list-style-type: none"> <li>• Primary Care (as required)</li> </ul>
<ul style="list-style-type: none"> <li>• Various Service Manager, Nurse Manager and Administration Leads.</li> </ul>	
<ul style="list-style-type: none"> <li>• Wider MDT across Waitaha Canterbury as required</li> </ul>	

*This Statement of Accountability provides insight into the main tasks and responsibilities required in the role and is not exhaustive. It may be subject to change in consultation with the job holder.*