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| **POSITION DESCRIPTION** Regional Clinical Service Framework Developer (Te Waipounamu Regional Clinical Service Development) | *Secondment/ Fixed Term* |

July 2025

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| **POSITION TITLE:** | Regional (Te Waipounamu) Clinical Service Framework Developer |
| **REPORTS TO:**  **Fixed term** | This position is accountable to the Te Waipounamu Programme Manager HSS  Position holder will work closely with the relevant clinical leads, managers and key stakeholders across Te Waipounamu.  six months (potential to extend depending on work program) |
| **ROLE REQUIREMENTS**  The role requires a range of project skills at a senior level with a significant experience base in clinical engagement, system design and will be accountable for the delivery of a Te Waipounamu clinical services and capability library.  The Regional Clinical Service Framework Developer will need to deliver outcomes for the region based in strong, trust based working relationships with senior managers, senior clinicians and other enablers from across the health spectrum.  A baseline function of the position is to deliver a regional library containing the clinical and service capability of all Hospital and Specialist Services across Te Waipounamu. This repository will be used for future planning of services across the region.  This work will require the successful applicant to have advanced skills in facilitation, project management and system design as the delivery of the capability library will require engagement with a range of subject matter experts from across the health spectrum. Successful interaction with these participants therefore requires the position to have significant clinical and/or managerial process, knowledge and experience from a health or social sector context.  Given that all programmes of work are required to define detailed workplans and associated deliverables against clear milestones and dates, the components of programme and project management are also required in the skillset. | |

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| **Key Responsibilities** | * Delivery of a regional clinical services and capability library for the purpose of enhancing future planning and delivery of services. * To work closely with the Clinical Leaders and Managers to ensure that the regional clinical services and capability library is delivered in a timely fashion and of high quality. * To identify risk and act accordingly. * To actively promote collaboration and integration between Districts, other regions within Te Whatu Ora, Ministry of Health and other agencies to achieve the goals of the programme. * Contribute to the reputation of the Te Waipounamu HSS Programme Office as a credible and professional organisation providing support to Te Waipounamu Te What Ora. | |
| **Key Capabilities** | * An understanding and commitment to the Treaty of Waitangi and its impact on health planning and funding. * Demonstrated extensive knowledge of the New Zealand health sector. * Demonstrate knowledge of activity within other sectors that relate to improving health outcomes. * Project management experience, with an emphasis on clinical projects or health service development projects. * The ability to identify health issues and propose development opportunities. * Excellent inter-personal relationship and teamwork skills, supported by excellent communication and organisational skills. * Demonstrated excellence in outcomes focussed reporting. * An understanding of the application of epidemiology and biostatistics principles to health service planning is desirable. | |
| **Key Relationships** | **Internal:**   * District General Managers * District Clinical Leads, * District GDO’s * Te Waipounamu CMO * Te Waipounamu DCE, * Te Waipounamu Commissioning, * Te Whatu Ora Te Waipounamu enabling functions such as HR, Finance etc.. | **External:**   * National Te Whatu Ora business teams and other relevant units * Other Te Whatu Ora Regional programme leads. |

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| **KEY PERFORMANCE OBJECTIVES:** | |
| **Task** | Deliver Te Waipounamu clinical services and capability library |
| **Measures** | * Ensure the framework for services is adequately scoped prior to commencement. * Ensure agreed deliverables and outputs are achieved and are of high quality. * Work alongside Clinical and Management Leads to communicate work required towards the delivery library. * Effective communication and relationships with key stakeholders are developed and maintained. Raise issues that may lead to project timeline and outcomes and / or service or financial risk. |
| **Task** | **Lead and manage projects within the programme of work.** |
| **Measures** | * Projects are led utilising sound project/programme management skills and methodology. * Terms of reference and project objectives for specific projects are developed in consultation with the Programme members. * Work alongside the Clinical Leads to manage the Workplan and direct members to areas of work they need to make contribution to * Key stakeholders for the project(s) are identified and effective communication (including consultation) and relationships developed and maintained. * Manage the Workplan and its actions with subject matter expertise. * Agreed project management tools are used to develop project plans including timeframes, milestones, performance indicators, activities, resource, risk identification/minimisation and financial implications. * Ensure agreed deliverables and outputs (including monitoring reports) are achieved and are of high quality. |
| **Task** | **Report progress against Workplan to key groups within Te Whatu Ora Te Waipounamu** |
| **Measures** | * Timely reports on the objectives and deliverables of agreed initiatives and tasks related to the Programmes are achieved. * Reports are tailored to their audience, are succinct, timely and informative. |
| **TASK** | **Ensure professional working relationships with all stakeholders** |
| **MEASURE** | * Engage and partner with appropriate district and regional staff, network and service members and other stakeholders to ensure solutions are fit-for-purpose, align with strategy. * Establish and maintain effective working relationships with key Te Whatu Ora staff. |
| **Task** | **Contribute to the reputation of Te Whatu Ora, Te Waipounamu.** |
| **Measures** | * Represent Te Whatu Ora, Te Waipounamu in dealings with the public and the health sector in a way that enhances the perception of the organization. * Keep up to date with current practice and knowledge in-keeping with the reputation of being a subject matter expert of subject area. * Maintains professional standards of presentation, conduct and relationships with all stakeholders. |
| **Task** | **Contribute to team culture and development within the South Programme Office** |
| **Measure** | * Attend and contribute actively to the Programme Office team meetings and planning days. * Be an effective and flexible resource to meet the changing work and business needs of Programme Support Office. * Promote a friendly and supportive team environment that is responsive, accountable and professional, and client focused. |

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| **Qualifications and Experience:** |
| * A tertiary qualification preferably in health, social sciences, or in a business-related area. * An understanding and commitment to the Treaty of Waitangi and its impact on health planning and funding. * Demonstrated knowledge of the New Zealand health sector. * Project management experience, with an emphasis on clinical projects or health service development projects. * The ability to identify health issues and propose development opportunities. * The ability to influence decision makers and other key stakeholders. * Excellent inter-personal relationship and teamwork skills, supported by excellent communication and organisational skills. |

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*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.*