



Position Description

Position Title:	Workforce Project Manager
Reports To:	Primary & Community Care Workforce Leader
Business Area:	Whangarei/Northland
Direct Reports:	Nil
Location:	Whangarei, Mid North & Far North

Overview

The purpose of Mahitahi Hauora is to support a primary healthcare system that sustains equitable, self-determined wellbeing, and ensures every person has an opportunity to live a long and healthy life. The successful delivery of the vision for Mahitahi Hauora requires all roles across the health system to work in collaboration and partnership with people, communities, Maori and other providers. We want to improve patient outcomes through more integrated care at a locality level. The aim is also to deliver more effective care more efficiently to more people, by coordinating the use of workforces, facilities and other resources across the sector and strengthening the quality of team work between health and social care providers.

Position Purpose

This position is responsible for designing and developing the education requirements across the Northland primary healthcare workforce, leading and implementing of projects related to the development of a sustainable primary healthcare workforce in Northland. This role requires a hands on approach to successful development and implementation of workforce related projects.

Key Functions:

- Manage key workforce focussed projects as identified across our primary healthcare in Northland.
- Work closely with the Nursing Directors of Mahitahi Hauora utilising Nursing leadership skills in the development and implementation of Nursing leadership pathways to ensure consistency and increased capability of our nursing workforce.
- Work collaboratively with the workforce education team providing advice and guidance in the development of the CME training requirements across our Northland primary healthcare workforce, as well as other education and training requirements specific to the key projects.

- Provide ongoing support and delivery of identified workforce projects, either from inception or that have been implemented, including development of new initiatives to grow the primary care workforce pipeline, capacity and capability for Northland.

Nature and Scope of Responsibilities

Key Accountabilities	Standards/Achievements
<p>Workforce Project Management</p>	<p>Using a hands-on approach, initiate, implement and manage key workforce focus projects as identified and approved to grow our primary healthcare workforce pipeline, capacity and capability.</p> <p>All project work will include the following:</p> <ul style="list-style-type: none"> • Have the fundamental aim of Increasing the Maori workforce in Northland. • Establishing the primary healthcare workforce pipeline across the areas of workforce with a main focus on: Allied Health, Nursing, General Practice, Health Coaches, Non-Regulated Workforce and broader social and whanau support. • Identify initiatives to address the shortage of key roles in primary care, in particular GPs, Nurses, non-regulated workforce. • Work collaboratively with other leads to ensure strategic workforce outcomes. <p>Projects may or may not be concurrent. Key focus areas include, but are not limited to:</p> <p>Nursing Leadership and Education Re-Design Re-design the Nursing Education requirements to ensure Competency growth and expansion across our workforce.</p> <p>Health Coach Establishment Design a health coach training and development pathway that will enable Health Coaches to support Localities, General Practice and Community.</p> <p>Support the Secondary School Health and Science Academy Provide support and guidance in the development of the career pathways for Health and Science Academy students.</p> <p>Support the Rural Health Immersion Hub Work in Collaboration with the Education & Workforce Development Team Lead to support, develop and implement the project plan for the Rural Health Immersion Hub.</p>

	<p>Allied Health and Non-Regulated Workforce Evaluate the support required to grow the capability and capacity of our Allied and Non-Regulated Health Workforce in the development of a long term workforce pipeline.</p> <p>Mahitahi Hauora Education Events Work with the Education and Workforce Development Team to provide advice and support relating to the Education events and schedules.</p>
<p>Nursing Leadership and Education Re-design to improve Capability.</p>	<p>Work collaboratively with Mahitahi Hauora Nurse Directors, NPs and other nurses to lead and develop Nursing Leadership, Education and Pathways.</p> <ul style="list-style-type: none"> • Deliver action plans culminated from feedback in supporting and working collaboratively with the Nurse Directors to drive the workforce opportunities and initiatives. • Evaluate existing education formats, frequencies and content that is being delivered and to which audience to ensure any education re-design will meet the needs of the whole of Northland workforce requirements in the future. • Develop primary care nursing career pathways to create sustainable and consistent capability of our nursing workforce across Northland. • Support Nursing Education requirements by establishing and leading a Community of Nursing expertise to build a community of subject matter experts when driving continuous improvement. • Support and implement a system-wide Care Strategy that links delivery of clinical care with education and research, adopting management and operations processes that improve functionality and optimise resource allocation. • Provide advice, support and oversight of the education planning for CME training, ensuring the required competencies are delivered.

	<ul style="list-style-type: none"> • Assist with and support the sourcing of additional training opportunities to provide a quarterly training programme that will increase the participation of workshop attendees, provide increased benefits to the workforce and enhance primary healthcare patient outcomes.
Networks and Links	<ul style="list-style-type: none"> • Develop a network of links that will enable opportunities to collaborate with multiple organisations. • Identify opportunities and organisations to collaborate with to progress the workforce pipeline. • Actively Engage in the Nursing Advisory group, liaising with key Nursing stakeholders as a mechanism of keeping informed, sharing of information, obtaining stakeholder buy-in and seeking advice around opportunities. • Establish links to Allied Relationships , Key Partners and Stakeholders to strengthen opportunities to build the allied workforce pipeline across Northland primary care.
Relationships	<ul style="list-style-type: none"> • Develop and maintain positive relationships with all internal and external stakeholders of Mahitahi Hauora. • Identify and establish relationships that will enhance the future of the Rural Immersion Hub, Health and Science Academy and other projects as designated.
Organisational	<ul style="list-style-type: none"> • Have a good understanding of and comfortability in communicating the vision and strategic priorities of Mahitahi Hauora. • Work as a contributing team member of Mahitahi Hauora to achieve team and organisational service requirements. • Maintain client confidentiality at all times, clients' rights, privacy and confidential information are safeguarded. • Understands the principles of the Privacy Act 1993, and Health Information privacy Code (1994). • Recognise individual responsibility for workplace Health & Safety under the Health and Safety at work Act 2015 (HSWA 2015). • Implements organisational policies and procedures, legislation and guidelines with their work.

Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in anyway the scope or functions of this position. Duties and

responsibilities can be amended from time to time, either by additional, deletion, or straight amendment by the CEO to meet any changing conditions. Any variation to duties will be discussed with you.

Employee Name:

Employee Signature: Date:.....

Manager Name:

Manager Signature: Date:.....

Person Specification:

Education and Qualifications	
<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Current Registered Health Professional with post graduate qualifications • Advanced Computer literacy skills, e.g. Microsoft Office programmes; Visio • Current and un-encumbered Drivers Licence 	<ul style="list-style-type: none"> • Education Qualification • Project Management Qualification • Leadership qualification
Experience	
<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Minimum of 10 years experience in Healthcare and/or Social Sector • Experience in health or social education, teaching, or supporting health education and pathways • Demonstrable project management and leadership experience 	<ul style="list-style-type: none"> • Relationship management experience across a diverse range of stakeholder. • Change management experience • Dealing with multiple projects at the same time across a diverse range of stakeholders
A commitment to development in competency of:	
<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • The Treaty of Waitangi and it's application to the health setting • Tikanga, Maori protocols and Te Reo Maori • The application of Whanau Ora Outcomes Framework within Primary Care Settings • Privacy Act (1993) and Health Information Privacy Code (1994). 	<ul style="list-style-type: none"> • Health and Safety at Work Act 2015(HSWA) Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996). • New Zealand Council of Healthcare Standards.

Skills & Personal Attributes

Skills

- Strong communication skills, both written and verbal.

- Highly developed skills in facilitation, negotiation, leadership and change management
- Strong interpersonal and relationship building skills.
- Has the necessary skills to handle confidential or controversial information with sensitivity, discretion and professionalism, understanding that all such knowledge remain confidential to the organisation and, within the organisation used only for the purpose originally collected.
- Excellent organising and time management skills, and ability to prioritise and manage conflicting demands without compromising quality and flexibility, even in times of pressure.
- Strong decision making ability and ability to meet deadlines
- Knowledge & proficiency with Microsoft Office applications, particularly Word, Outlook, Excel and Visio.

Personal Attributes

- Ability to work as a team and be a valued team member.
- Ability to maintain a high level of confidentiality and non-judgement respecting each individual's right to privacy.
- Attention to detail and accuracy.
- Ability to exercise wisdom and initiative.
- Punctuality and reliability.
- Flexibility to cope with changing demands.
- A professional attitude displaying personal integrity and honesty.
- An ability to work with a range of teams and individuals; demonstrating tact; a calm and caring nature.
- Open to learning opportunities and enhancing skills and knowledge relevant to the role.