

Position Description



Position:	Project Manager Kaupapa Māori Mental Health Service
Vulnerable Children Act:	This position is NOT a children's worker under the Vulnerable Children Act
Group/Service:	MHAIDS
Reports to:	Director Māori Health
Direct Reports	n/a
Location:	Hutt Valley DHB
Approved by:	Director Māori Health

Organisational context

Hutt Valley District Health Board (DHB) is one of 20 DHBs in New Zealand responsible for providing, or funding the provision of, health services in their district. Hutt Valley DHB works to improve, promote and protect the health of the people living in the Hutt Valley and takes the lead in planning, funding and providing public health services for them, regardless of where their services are provided. Hutt Valley District Health Board has an executive leadership team and is governed by a board of members. It was founded in 2001 and employs around 2,400 staff, with many based at Hutt Hospital's campus.

Hutt Valley DHB serves a mainly urban population of around 140,000. Secondary care facilities are located at Hutt Hospital in Lower Hutt with around 270 beds. In addition, Hutt Valley DHB is the centre for five tertiary/regional and sub-regional services - Plastic, Maxillofacial and Burns Services; Rheumatology; School Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Hutt Valley DHB vision:

“Healthy People, Healthy Families, Healthy Communities”

Hutt Valley DHB mission:

Working together for health and wellbeing - a commitment to a cooperative way of working; staff working cooperatively, working in collaboration with the people and organisations we fund, working with organisations from other sectors and working within our community.

Hutt Valley DHB Values:

ALWAYS CARING

Always caring – respectful, kind and helpful

CAN DO

Can-do – positive, learning and growing and appreciative

IN PARTNERSHIP

In Partnership – welcoming, listens, communicates and involves

BEING OUR BEST

Being our Best – innovating, professional and safe.

Hutt Valley DHB Goals:

The strategic goals of the HVDHB are the ‘Triple Aim Plus One’: Improved population health outcomes, including reduced inequalities; improved patient journeys through our health system; best value for money from our resources; and building a thriving organisation.

Position Title

This 1 year fixed term project manager role is responsible for providing project management and leadership to develop a Māori for Māori Mental Health Service for Hutt Valley DHB.

Key working relationships

Within the DHB

Māori Health Directorate HVDHB
 MHAIDS 3 DHB
 Kaunihera Council
 HVDHB Mental Health Teams
 Executive leadership team
 Senior Leaders
 Quality and Innovation team

Externally

Mana Whenua Representatives
 Māori Health providers
 Primary Care Providers (PCP's) and their associated management organisations
 Key community groups and primary health organisations (PHOs)

Key Responsibilities	Performance indicators/outcomes
Development of project plan	<ul style="list-style-type: none"> • Successfully develop a project plan to map projected outcomes to 1st July 2020 • Identify appropriate kaupapa Māori models of care • Project is developed with strong links to Te Pae Amorangi Māori Health Strategy and Our Vision for Change Hutt Valley DHB Strategy • Project is developed with strong links and clear connections with the Mental Health inquiry recommendations
Develop and Coordinate project and activities to meet service development	<ul style="list-style-type: none"> • Project is planned, implemented and evaluated in partnership with key staff and external partners and stakeholders, delivered on time and within allocated resources • Project development includes appropriate kaupapa Māori evaluation methods • Māori mental health risk assessment techniques are used when developing the service model • Maintains accurate work records, submitting documents and reports as required
Work across MHAIDS Māori kaupapa services to ensure Tuakana – Teina relationship is built and maintained	<ul style="list-style-type: none"> • Align the work programme to ensure synergy to MHAIDS kaupapa services • Embedded relationship frameworks developed
Actively engage with Mana Whenua, MHAIDS Kaunihera and Maori Communities as Treaty partners, to encourage a collaborative and relative approach to service design and development	<ul style="list-style-type: none"> • Develop a governance group to provide guidance and over sight of the project • Develop effective relationships across HVDHB Māori communities • Seek to engage whanau and tangata whaiora in the development of the project • Work to advance Treaty relationships across the Hutt Valley
Actively engage with community stakeholders	<ul style="list-style-type: none"> • Develop effective working relationships with key stakeholders
Project management processes	<ul style="list-style-type: none"> • Successfully coordinates decision making and processes across all project stages (initiation, planning implementation and closure). • Manages project on a day-to-day basis to deliver the activities and outputs in the project plan. • Plans and facilitates engagement and risk management processes. • Leads the project to deliver planned activities and outputs within agreed time, cost and scope parameters
Project management	<ul style="list-style-type: none"> • Produces clear and well-written records of communication and decision making

documentation	<p>including meeting agendas and minutes, risk register entries and progress reports.</p> <ul style="list-style-type: none"> • Develops well written and researched business cases as required for funding bids
Health and Safety	<ul style="list-style-type: none"> • Displays commitment through actively supporting all health and safety initiatives. • Ensures all staff maintain adequate safety standards on the job through consultation, training and supervision. • Ensures own and others safety at all times. • Complies with policies, procedures and safe systems of work. Reports all incidents/accidents, including near misses in a timely fashion. • Is involved in health and safety through participation and consultation.
Treaty of Waitangi	<ul style="list-style-type: none"> • Service activity, development and implementation is undertaken in accordance with the provisions of the Treaty of Waitangi Articles Consultation is undertaken with Māori communities.

Person Specification

Qualifications and Experience

- Relevant tertiary level education

Experience in:

- Māori Mental Health delivery and service development
- Māori for Māori service development and delivery
- Managing or coordinating improvement/ change initiatives – including system, process and people change
- Delivering results within time, scope and budget limits
- Planning and managing complex decision-making processes
- Working in the NZ health sector environment, preferably within a large diverse organisation
- Analysis and report writing
- Managing internal/external stakeholders in different roles and levels, including building and maintaining relationships.

Technical Expertise:

- Kaupapa Māori Frameworks and Models of Care
- Extensive experience and expertise in Māori Mental Health
- Knowledge of the NZ health system and/or the DHB environment
- Project management and/or management training (preferred not essential)

Core DHB Competencies

Team Work

- Builds and participates in collaborative relationships to accomplish work goals
- Treats teams members with dignity, respect and honesty
- Recognises and appreciates the contributions of others
- Offers and accepts assistance as needed
- Actively participates in and contributes to department goals and activities

Communication and Interpersonal Skills:

- Practices attentive and active listening
- Clearly conveys information, using appropriate communication modes
- Ensures clarity and understanding when giving and receiving information
- Uses appropriate interpersonal skills to interact with others
- Demonstrates tolerance when engaged with frustrating situations and individuals

Job Specific Competencies

Organising:

- Can marshal resources (people, funding, material, support) to get things done
- Can orchestrate multiple activities at once to accomplish a goal
- Uses resources effectively and efficiently
- Arranges information and files in a useful manner.

Drive for Results:

- Can be counted on to exceed goals successfully
- Is constantly and consistently one of the top performers
- Very bottom-line oriented
- Steadfastly pushes self and others for results.

Decision Quality:

- Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience and judgement
- Most of his/her solutions and suggestions turn out to be correct and accurate when judged over time
- Sought out by others for advice and solutions.

Problem Solving:

- Uses rigorous logic and methods to solve difficult problems with effective solutions
- Probes all fruitful sources for answers
- Can see hidden problems
- Is excellent at honest analysis
- Looks beyond the obvious and doesn't stop at the first answers.

Interpersonal Savvy:

- Relates well to all kinds of people – up, down, and sideways, inside and outside the organization
- Builds appropriate rapport
- Builds constructive and effective relationships
- Uses diplomacy and tact
- Can diffuse even high-tension situations comfortably

Directing Others:

- Is good at establishing clear directions
- Sets stretching objectives
- Distributes the workload appropriately
- Lays out work in a well-planned and organized manner
- Maintains two-way dialogue with others on work and results
- Brings out the best in people
- Is a clear communicator

Motivating Others:

- Creates a climate in which people want to do their best
- Can motivate many kinds of direct reports and team or project members
- Can assess each person's hot button and use it to get the best out of him/her
- Pushes tasks and decisions down
- Empowers others
- Invites input from each person and shares ownership and visibility
- Makes each individual feel his/her work is important
- Is someone people like working for and with

Ethics and Values:

- Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times
- Acts in line with those values

- Rewards the right values and disapproves of others
- Practices what he/she preaches

Integrity and Trust:

- Is widely trusted
- Is seen as a direct, truthful individual
- Can present the unvarnished truth in an appropriate and helpful manner
- Keeps confidences
- Admits mistakes
- Does not misrepresent him/herself for personal gain

Date Effective:

Manager's Signature:

Employee's Signature:

Our shared values and behaviours @ Hutt Valley DHB

WE WILL...

WE WON'T...

ALWAYS CARING

Respectful

- Value differences, treat everyone as an individual
- Protect people's privacy and dignity. Be culturally safe
- Respect other people's time

- Disrespect people, their views or culture
- Disrespect privacy, gossip, talk behind people's backs
- Waste people's time, keep people waiting unnecessarily

Kind

- Show kindness, empathy and compassion for others
- Be mana enhancing in every contact with every person

- Be rude, aggressive, shout, intimidate or bully
- Be abrupt, belittling, or create stress and anxiety

Helpful

- Be supportive and attentive to the needs of others
- Be willing to go the extra mile to make a difference

- Fail to take notice and leave others to struggle
- Resist looking for ways to make things better for others

CAN DO

Positive

- Bring a positive attitude to work
- Encourage and enable others
- Look for solutions, have an 'it's up to us' attitude

- Be grumpy, moaning, moody, have a negative attitude
- Complain but not act to change things

Learning and growing

- Always learn and develop ourselves & others
- Seek out, welcome and give feedback to others

- Be closed to new ideas and restrict development
- Reject feedback from others, give a 'telling off'

Appreciative

- Say 'thank you' and value people's contributions
- Share and celebrate success and achievements

- Nit pick, criticise, undermine or pass blame
- Make people feel undervalued or inadequate

IN PARTNERSHIP

Welcoming

- Be welcoming, friendly, smile, introduce ourselves
- Acknowledge people

- Be closed, cold, make people feel a nuisance
- Ignore people

Listens

- Listen to people, hear and value their views
- Take time to answer questions and to clarify

- 'Talk' dictate to others and dismiss their views
- Fail to allow time for / value people's questions

Communicates

- Explain clearly in ways people can understand
- Update people on what's happening now and next

- Use language / jargon people don't understand
- Leave people not knowing what's happening

Involves

- Trust others and act to create trust in ourselves
- Involve people in decisions that affect them

- Be judgmental, make assumptions, ignore people
- Exclude people, withhold info, micromanage

BEING OUR BEST

Innovating

- Look for new and better ways to do things
- Be curious and courageous, embracing change

- Be resistant to exploring new ideas and ways of working
- Criticise or ignore others with different ways of thinking

Professional

- Be calm, patient and make time for people
- Take responsibility and be reliable, accountable, honest

- Rush, come across as 'too busy'
- Say it's 'not my job' and pass work to others

Safe

- Consistently follow agreed best-practice
- Speak up whenever we have a concern

- Cut corners and not follow best practice
- 'Walk past' safety concerns or poor behaviour