

Description

Position	Data and Technology Lead
Team / Service	Bee Healthy Regional Dental Service
Directorate	Community, Allied Healthy, and Older Adult
District	Capital, Coast & Hutt Valley
Responsible to	Service Manager Regional Dental Service
Children's Act 2014	This position is not children's worker, requiring a safety check with Ministry of Justice vetting before commencing
Location	This position is expected to work from Lower Hutt

Te Whatu Ora

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is 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 system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people 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

Context

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kāpiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups.

Te Tiriti o Waitangi and Māori Health Outcomes

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

- Mana whakahaere** Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.
- Mana motuhake** Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.
- Mana tāngata** Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.
- Mana Māori** Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

The Vision, Mission and Values from our District

We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

Hutt Valley

Vision

Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

Capital and Coast

Vision

Keeping our community healthy and well

Mission

Working together for health and wellbeing.

Ō mātou uara – Values

Mahi Pai ‘Can do’: Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

Mission

Together, Improve the Health and Independence of the People of the District

Value

Manaakitanga – Respect, caring, kindness
Kotahitanga – Connection, unity, equity
Rangatiratanga – Autonomy, integrity, excellence

District Responsibility

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

Bee Healthy

Bee Healthy Regional Dental Service is the community-based dental service providing free (publicly funded) dental care for children up to (and including) school year 8. We operate 13 community-based clinical hubs and 12 mobile examination vans across Wellington, Porirua, Hutt Valley, Wainuiomata, and Kāpiti Coast. We also provide early intervention and oral health education services across the district.

Purpose of the role

The purpose of this role is to take the lead on the management of clinical data and ITC technology used across the Bee Healthy Regional Dental Service and other dental services in the Wellington, Porirua, and Hutt district.

There are two main aspects of this role. As the data lead, the purpose of this role is to ensure the integrity and accuracy of clinical data, and to provide data analysis and reporting.

As the technology lead, the purpose of this role is to be the Bee Healthy business lead on all issues relating to clinical ITC systems. This includes being the business lead when ITC systems are being changed or upgraded, providing training and first level support to users of clinical ITC systems including Titanium and other clinical systems, liaising with service providers on resolving ITC issues that impact service provision, and recommending ITC upgrades and changes as required.

This role is a member of the Bee Healthy leadership team.

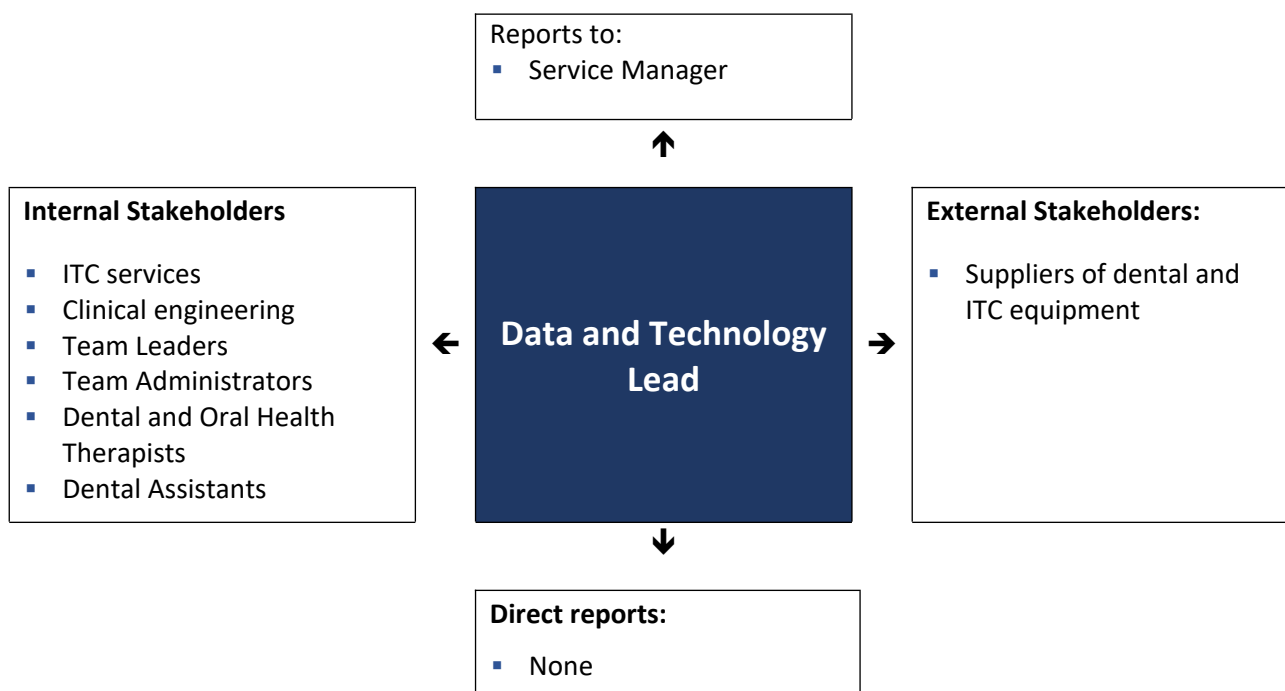
Key Accountabilities

The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables / Outcomes
1. Data management and leadership	- One point of expertise for Titanium data management - Maintain and update operational process that interact with Titanium to ensure integrity of data collection and accurate data capture - Maintain data accuracy - Ensure accuracy of reporting based on Titanium data - Maintains and updates data standards as required - Ensures timeliness and accuracy of reporting - Provides data analysis as required
2. Technology leadership, training, and support	- Super-user for Titanium, including setting access settings for users and setting up new users - Provides training to new users for Titanium, scanners, DBSWN digital imaging, PI Office mail, and WebPas - First point of escalation for issues around Titanium, scanners, DBSWN, and wifi and internet connectivity - Liaises with IT support and vendors to resolve ITC issues that impact service delivery - Creates, maintains, and updates documents and manuals for ITC systems including Titanium - Ensures ITC technology is fit for purpose, and recommends upgrades or changes as required - Business owner for system upgrades when required
3. Works effectively as part of a team to achieve service objectives	- Contributes to the leadership team - Builds and participates in collaborative relationships to accomplish work goals - Treats team members with dignity, respect and honesty - Recognises and appreciates the contribution of others - Offers and accepts assistance as needed - Actively participates in and contributes to service goals and activities - May be required to work at all hub locations in the team
4. Maintains confidentiality	- Adheres to relevant legislation e.g. Privacy Act, ensuring patient confidentiality is maintained at all times, which includes insuring other staff members comply with legislation. - Maintain a strict sense of professional ethics, confidentiality, and privacy.
5. Te Tiriti o Waitangi	- Work in partnership with stakeholders to achieve our equity goals for Māori and ensure Te Tiriti o Waitangi obligations are adhered to. - Equity outcomes are front and centre in goals, performance monitoring and plans for service and team performance. - Cultural competence is grown across the team, supporting inclusion and partnership.
6. Health & Safety	- Ensure all Health & Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature. - Actively support and ensure compliance with Health & Safety policy and procedures; ensuring staff also support and comply.

	▪ Maintain a proactive culture of Health & Safety supported by systems. ▪ Ensure providers are aware of and have processes to comply with their health and safety responsibilities.
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Key Relationships & Authorities



Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
Process Management	▪ Good at figuring out the processes necessary to get things done ▪ Knows how to organise people and activities ▪ Understands how to separate and combine tasks into efficient work flow ▪ Knows what to measure and how to measure it ▪ Can see opportunities for synergy and integration where others can't ▪ Can simplify complex processes ▪ Gets more out of fewer resources.
Problem Solving	▪ Uses rigorous logic and methods to solve difficult problems with effective solutions ▪ Probes all fruitful sources for answers ▪ Can see hidden problems and is excellent at honest analysis

Competency	Behaviours
	Looks beyond the obvious and doesn't stop at the first answer
Strategic Management	- Maintains a big-picture view of their area of the business - Ensures shorter-term objectives are tied to the broader strategic direction - Recognises the impact of broader issues and emerging trends on their area of responsibility - Takes an organisation-wide perspective on issues, rather than thinking solely about their area of responsibility - Challenges others to improve and innovate - Constantly strives to make improvements to service systems and processes (e.g., to get things done better, cost effectively and faster) - Seeks feedback from internal and external customers and implements changes to improve service
Taking Accountability	- Takes personal responsibility for making things happen - Reinforces Te Whatu Ora's values with others and leads by example - Supports and advocates Te Whatu Ora's position on all issues - Demonstrates personal ownership of decisions made by the management team - Acts ethically and with integrity - Is open and honest with others - Actively pursues self-learning and development
Customer Focus	- Is dedicated to meeting the expectations and requirements of internal and external customers - Gets first-hand customer information and uses it for improvements in services - Acts with customers in mind - Establishes and maintains effective relationships with customers and gains their trust and respect
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
Communication	- Practises active and attentive listening. - Promotes a credible image and inspires confidence - Actively shares information, ideas and experience with others - Works to build trusting relationships with customers and key stakeholders - Communicates sensitive messages or disagreements with tact and diplomacy - Treats people with respect and courtesy - Encourages the expression of differing and opposing views - Brings conflict into the open and facilitates resolution

Experience and Capability

Essential qualifications, skills and experience

A. Knowledge, Skills & Experience:

- Intermediate skill in excel, access, and data analysis.
- Experience in managing data and ensuring data accuracy is essential.
- Experience in designing and managing processes is essential.
- Experience in Titanium or other clinical databases and systems is an advantage.
- Experience working in a clinical dental environment, and understanding of processes in a dental environment, an advantage.

B. Essential Professional Qualifications / Accreditations / Registrations:

- Degree that includes computer science, ITC, and/or engineering an advantage

C. Someone well-suited to the role will place a high value on the following:

- Accuracy
- Collaboration
- Equity

Ma tini, ma mano, ka rapa te whai
By joining together we will succeed

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.

Date Effective:

Manager's Signature:

Employee's Signature:
