Health Promotion Team Leader

Responsible to: Service Leader Public Health
Team: Public Health
Service: Service Development and Delivery
Location: New Plymouth
Directly Supervising: Health Promoters
Functional Relationships: Public Health Team
Tui Ora staff
Executive Leadership Team
Tui Ora Team Leaders
External Relationships: Taranaki District Health Board – PHU Supporting Communities
Team, PHU Analyst, PHU Research Evaluator, Māori Health Team,
Planning and Funding
Ministry of Health (MOH)
Non Governmental Organisations
Primary Health Organisations
Local Government
Other statutory organisations such as – MSD, Education Sector,
Youth agencies

POSITION SUMMARY:
This position is responsible for leadership of the planning, implementation and evaluation of health promotion activities within the Public Health Team (PHT) and has primary responsibility for managing, leading and providing professional oversight for health promoters in the Public Health Team (PHT). The position also plays a key role in identifying opportunities for new health promotion initiatives, as well as providing professional advice and support with existing health promotion initiatives, across Tui Ora as a whole.

All staff members will manifest through their everyday work Ngā Ūara: Principles across all internal and external stakeholder interactions:

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<tr>
<th>Wairuatanga</th>
<th>Whanaungatanga</th>
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<tr>
<td>The expression of the intimate spiritual connection we have to our maunga, awa, moana marae, tūpuna and atua. It must be maintained and nourished to help achieve wellness. This is fundamental to the way in which we view the world.</td>
<td>The ability to form a connectedness with each other. To understand who we are and where we come from. A way of acknowledging our uniqueness and the strengths we bring with us.</td>
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<thead>
<tr>
<th>Kotahitanga</th>
<th>Tino Rangatiratanga</th>
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<tr>
<td>The message of unity, oneness and harmony. This principle reflects the emerging spirit of sharing and embracing each other.</td>
<td>Being and having control, oversight and responsibility of ones actions. Inspiring to a sense of self determination.</td>
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<tr>
<th>Manaakitanga</th>
<th>Tikanga o Taranaki</th>
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<td>The nurturing of relationships. Encouraging us to rise above personal attitudes and feelings, respecting and creating self-worth in others, building unity through humility and the act of giving.</td>
<td>A guide to the way in which we unite as an organisation. Our responsibility of careship to ensure the attention we provide under the auspice of “to tātou maunga”.</td>
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Key Result Area | Expected Result
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Strategic Leadership in Public Health & Health Promotion | Promote and strengthen effective working relationships to support delivery of effective, evidence-based health promotion programmes across Taranaki by:
- Providing health promotion advice and expertise to support the planning, development and integration of priority projects and service wide programmes across the PHT
- Providing health promotion advice and expertise to facilitate existing Tui Ora wide health promotion initiatives, and new initiatives, as required
- Identifying opportunities to engage in and contribute to, the improvement of population determinants of health in collaborative, community based health promotion projects across Taranaki
- Demonstrating and promoting team wide understanding of:
  - The role of the Treaty of Waitangi in guiding health improvement
  - Health promotion in the NZ context, including Māori and Pacific models of health
  - Ottawa Charter for Health Promotion
  - Social determinants of health, and concepts of health equity and social justice
  - Evidence-based practice and evaluation methods
  - Impacts of systems, structures, policies and legislation on health
- Engaging and providing to relevant external stakeholders, especially Māori stakeholders, strategic level support to PHT programmes
- Promoting and facilitating Māori and wider community participation in health promotion programmes
- Maintaining contact with professional networks regionally and nationally where appropriate.

### Integrated Planning and Implementation of Health Promotion Programmes

Ensure plans are aligned with national and local policy; reflecting population health needs are evidence-based by:
- Developing relevant health promotion initiatives, including policies, strategies, programmes, projects, guidelines, relationships, and contracts to achieve Tui Ora strategic aims
- Aligning planned activities with the priorities identified in the Tui Ora Public Health Plan and Tui Ora Business Plan and ensuring they are evidence-based
- Maintaining strong outcomes and a quality focus for key strategic planning documents.

### Monitoring and Reporting

Ensure appropriate monitoring and reporting, taking necessary action to improve services by:
- Analysing variations in performance and other deficits providing appropriate reports and recommendations
- Completing monthly reports on activity, outputs and outcomes for the Public Health Service Leader
- Completing and submitting all MOH and TDHB reporting and information requests in the required timeframe.

### Management of Staff and Resources

Support delivery of health promotion outcomes, managing levels of staffing, financial and other resources, within existing budgets by:
- Contributing to and managing the recruitment and employment of staff in line with Tui Ora policy and procedures
- Setting and establishing objectives and standards of performance for all staff. These are established, maintained and supported by annual performance appraisals and professional development plans
- Managing annual leave, sick leave, courses/conference leave, etc. to ensure efficient maintenance of services
- Providing professional advice and support to health promoters
- Contributing to the PHT annual budget setting process
- Managing expenditure in accordance with Tui Ora policies and other relevant guidance, remaining within agreed budget
| Continuous Quality Improvement | Actively contribute to continuous quality improvement activities by:  
|--------------------------------|--------------------------------------------------------------------------------|
|                                | ▪ Monitoring standards and quality of work identifying opportunities for quality improvement across the service  
|                                | ▪ Responding to complaints in a timely and professional manner  
|                                | ▪ Developing a workforce development plan, implementing and monitoring, in partnership with the Public Health Service Leader.  
| Relationships | Key partnerships are maintained in order to generate stronger links to foster a sense of collaboration with care providers to enhance multidisciplinary service delivery.  
| Communication/Team Work | Support an inclusive and positive work environment by listening and responding appropriately in all interactions.  
| Culture | Ensuring the cultural needs of people using the Tui Ora services and employees are met  
|                                | ▪ Personal cultural development is maintained with a commitment to include the cultural competency framework  
|                                | ▪ Embracing the three principles of the Treaty of Waitangi. In practical terms this means:  
|                                | ▪ **Partnership;** working together with iwi, hapu, whānau and Māori communities to develop strategies for improving the health status of Māori  
|                                | ▪ **Participation;** involving Māori at all levels of the sector in planning, development and delivery of health and disability services that are put in place to improve the health status of Māori  
|                                | ▪ **Protection;** ensuring Māori wellbeing is protected and improved as well as safeguarding Māori cultural concepts, values and practices.  
| Quality | Risk management, quality assurance, integrity and confidentiality through all work are evidenced  
|                                | ▪ Standards are maintained to meet service level agreements/contract specifications.  
| Safe Environment | Health and Safety procedures are followed in own work area, and hazards are reported in accordance with those procedure guidelines.  
| Personal Development | Fully contributes to the team performance and is committed to identifying and pursuing opportunities for developing new knowledge and skills  
|                                | ▪ Participates in the performance appraisal process where personal performance and development is reviewed  
|                                | ▪ Appropriate technical development targets are agreed in the performance development  
|                                | ▪ Professional/technical knowledge is maintained; is willing to accept new responsibilities, acquire and demonstrate relevant new knowledge.  
| Person Specification (essential) | Tertiary level qualification (minimum three year degree level or equivalent) in Public Health or Health Promotion, or other relevant discipline such as Social Science, Education or Māori Development  
|                                | ▪ Over five years experience in health promotion activities or community development or related experience  
|                                | ▪ Proven experience in managing and prioritising own workloads, including administrative functions  
|                                | ▪ Demonstrable experience of applying understanding of cultural needs to culturally appropriate project methods  
|                                | ▪ In-depth knowledge of and existing relationships with key communities, agencies, networks, health services and structures, including iwi and Māori community networks  
|                                | ▪ Full, clean NZ Driver Licence.  

### Person Capabilities

- **Effective Communication**: Shares well thought out, concise and timely information with others using appropriate mediums. Ensures information gets to the appropriate people within the organisation to facilitate effective decision making.

- **Decision Making/Problem Solving**: Demonstrates effective and timely decision making/problem solving techniques. Aware of the impact of decisions on key stakeholders and consults as appropriate utilizing available resources. Is proactive and effective when problem solving is required.

- **Commitment to Excellence**: Sets challenging goals for personal and team achievement and continually strives to reach or exceed them in the pursuit of excellence. Seeks opportunities to improve performance and seeks feedback to measure and improve how they are doing. Focuses on results rather than on efforts.

- **Effective Leader and Strategic Thinker**: Builds team spirit, by defining a strong vision and approach to team work, promotes/protects team reputation, shows commitment to contributing to the teams success and facilitates resolution of conflict within the team.

- **Builds Trust / Displays Integrity**: Maintains and promotes high standards of social, ethical and organisational norms.

- **Innovation/Initiative**: Continually strives for new and improved work processes that will result in greater effectiveness and efficiencies. Questions traditional ways of doing things when choosing a course of action or finds new combinations of old elements to form an innovative solution.

- **Resilience/Flexibility**: Articulates differing perspectives on a problem and will see the merit of alternative points of view. Will change or modify own opinions and will switch to other strategies when necessary. Adjusts behaviour to the demands of the work environment in order to remain productive through periods of transition, ambiguity, uncertainty and stress.

- **Cultural Safety**: Demonstrates a commitment to cultural safety by meeting and exceeding the cultural needs of clients/customers/colleagues. Manages cultural ambiguity and conflicting priorities well.

### Skills

- Excellent interpersonal skills and proven ability to lead and create effective working relationships.

- Capable of leading and managing individuals and teams.

- Demonstrable skills of Programme Planning and Project Management and Financial Management.

- Sound working knowledge of Te Tiriti O Waitangi.

- Able to demonstrate practical understanding of the aspirations and challenges facing Māori communities.

- Experience in applying Tikanga Māori as it applies in the role is desirable.

- Strong work ethic, demonstration by a high level of integrity, reliability, efficiency and self-management.

- Excellent oral and written communication skills.

- Skills in facilitating group activity, presenting information to groups or individuals.

- Computer literate in Microsoft packages including Word and Excel.

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**NOTE:**

The foregoing paragraphs are intended to describe the duties that the appointee will be expected to undertake in this position; however, the outlined key tasks should not be regarded as a complete and exhaustive list and
does not prevent the addition, alteration or deletion of duties from time to time in accordance with the needs of Tui Ora.

Tui Ora is a service provider and as such staff members are required to have a flexible approach to the work they are requested to undertake (within their professional/legal scope/boundaries) to ensure client needs are met and best practice customer service is upheld at all times and to contribute to the success of Tui Ora.

Salary circa is dependent upon skills and experience.

**APPROVED:**

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