

POSITION DESCRIPTION:
Primary Health Service Lead

KUPU WHAKATAKI - FOREWORD

Nelson Bays Primary Health (NBPH) promotes and supports quality community health services, with an emphasis on keeping people healthy. Our vision is “Healthy people..healthy workforce...healthy community” - Piki te ora o nga tangata katoa.

NBPH leads and coordinates a range of primary health care services through its contracted General Practices and other Primary health providers e.g. Māori Providers and non-government organisations, in the delivery of the Primary Health Care Strategy. The organisation holds contracts with Te Whatu Ora (TWO) and other providers for these services. NBPH is also operating the Golden Bay Community Health (GBCH) centre based in Takaka.

Nelson Bays Primary Health is committed to reducing health inequalities within the health system.

HE KAUPAPA NUI - PURPOSE

The purpose of this position is to lead and develop key functions and contracts within the Primary Health Service at NBPH. The Primary Health Service Lead (PHSL) will be the key driver to ensure that our support systems within our contracting and enabling functions within the Primary Health team are established, up to date and effective.

WHĀINGA TŪRANGA - POSITION OBJECTIVES

1. Lead, drive and coordinate key initiatives within the Primary Health Service. Key Project Management that will enable the PH team,
2. Manage and implement identified contracts within the Primary Health Service
3. Develop, implement and coordinate external workforce to support outreach and general practice.
4. Lead and coordinate AKO education group

WHANAUNGATANGA - RELATIONSHIPS

- **Reports to:** Primary Health Manager
- **Direct Reports:** Designated members of Primary Health Team
- **Internal Relationships:** All NBPH staff
NBPH contracted clinicians
- **External Relationships:** Nelson Bay Primary Health General Practice Teams and providers
NBPH Board members
NGO's clinical leads
Te Whatu Ora staff
Malborough PHO

TE WĀHI - LOCATION

This position is located at the office of Nelson Bays Primary Health. Travel within the district may be required.

HAUORA WHAKARURUHAU - HEALTH AND SAFETY

Nelson Bays Primary Health is committed to achieving the highest level of health and safety for its staff. All employees are expected to take the initiative and identify report and resolve issues that may cause harm to themselves or others in the organisation. As an employee of Nelson Bays Primary Health, the health and safety of staff, members and colleagues, as well as your own, are your responsibility. You are expected to work safely at all times, and to actively participate in health and safety programmes in your area. It is expected that you will report all accidents, incidents or potential hazards to your direct line supervisor.

TE TIRITI O WAITANGI

Nelson Bays Primary Health is committed to its obligations under Te Tiriti O Waitangi. All employees are required to understand and implement Te Tiriti O Waitangi within their work and actively participate in opportunities and initiatives that will contribute to reducing the disparity in health status between Māori and non-Māori.

NGĀ MAHI MATUA - KEY TASKS	NGĀ HAEPAPA - RESPONSIBILITIES
DUTIES	<p>Leadership:</p> <ul style="list-style-type: none"> Lead, drive and coordinate key initiatives identified by the Primary Health Manager Develop, implement and coordinate external workforce to support outreach and general practice Establish key processes to support the development of the NBPH workforce initiative. Lead and coordinate AKO Participate in agreed external meetings Establish and build strong relationships within the sector and teams. <p>Project Management:</p> <ul style="list-style-type: none"> Support Project Management across the organisation with guidance from the Primary Health Manager Identify frameworks to align Primary Health projects and work with the project lead to develop. <p>Contract Lead:</p> <ul style="list-style-type: none"> Lead, implement and drive the development of key contracts identified by the Primary Health Manager. Develop strategies of implementation to ensure success within the primary care space. Evaluate and review regularly the process to understand gaps, successes and future strategies. Develop and maintain strong relationships <p>Other Duties:</p> <ul style="list-style-type: none"> Any other duties as required
COMMUNICATION	<ul style="list-style-type: none"> Maintain effective interpersonal relationships with all staff members, committee and board members, community representatives, and businesses as necessary Speak and write clearly; conveying essential information without unnecessary complexity
QUALITY IMPROVEMENT/AUDIT	<ul style="list-style-type: none"> Demonstrate willingness and involvement in quality



ACTIVITY	<p>activities to achieve service and organizational objectives in an innovative manner</p> <ul style="list-style-type: none">• Contribute to the team environment in which objectives and plans can be achieved and its performance enhanced• Take all opportunities to obtain new skills and competencies which will enhance delivery of service• Take personal responsibility for making things happen
HEALTH AND SAFETY/RISK MANAGEMENT	<ul style="list-style-type: none">• Health & Safety is considered to be everyone's responsibility; all staff are required to actively contribute to maintaining a safe working environment• Demonstrate willingness and involvement health & safety activities• Maintain familiarity with and active involvement in the identification and management of Health and Safety. Be familiar with and actively involved in the identification and management of Health and Safety issues, risks, policies and reporting processes applicable to all work related environments
NGĀ TIKANGA MĀORI	<ul style="list-style-type: none">• Utilise Te Reo whenever possible.• Attend to cultural practices of Māori, such as Te Reo, Powhiri, Whanaungatanga, Whānau ora, Karakia, Waiata, Wairuatanga and Manaakitanga.• Assist in the establishment and maintenance of effective relationships with Iwi Māori Health, General Practices and community agencies.• Tino Rangatiratanga is encouraged in all professional relationships.• Ongoing upskilling and training in Te Ao Māori.
POLITICAL AND ADVOCACY SKILLS	<ul style="list-style-type: none">• Work positively, sensitively and constructively with all staff, members and community representatives to secure positive ongoing primary health outcomes and relationships• Maintain strict confidentiality

MĀTAURANGA ME NGĀ PUKENGA - EXPERIENCE AND KNOWLEDGE

Essential

- Leadership experience in a high paced environment would be advantageous
- Experience within the health sector is desirable;
- A full and current driver's license preferred
- Experience and skills in project management and quality improvement processes

WHANONGA PONO – PRINCIPLES AND ATTRIBUTES

- Able to work effectively and independently as well as part of a team environment;
- Strong organisational skills with the ability to follow a task through to completion and to prioritise competing demands;
- Respectful of diverse cultures and communities to achieve health gains for all;
- Energetic and motivated, demonstrating flair and initiative;



- Adaptable and flexible in the work environment, with an ability to think laterally;
- Strong co-ordination and administration skills;
- Excellent communication skills, both verbal and written;
- Able to act with initiative, tact, integrity and maturity at all times;
- Sound problem-solving skills;
- Positive attitude with a realistic outlook;
- Takes ownership of own decisions in order to meet responsibilities of the role
- Sense of humour

Signed by NBPH Employee:		Signed for an on behalf of the employer:	
Name:	_____	Name:	_____
Signature:	_____	Signature:	_____
Date:	_____	Date:	_____