

 HAWKE'S BAY District Health Board Whakawāteatia	POSITION TITLE	Health Protection Officer		
	DIRECTORATE	Te Puni Tūmatawhānui – Health Improvement and Equity Directorate	DEPARTMENT	Population Health
	REPORTING TO (operationally)	Team Leader Health Protection	REPORTING TO (professionally)	Team Leader Health Protection
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	This role covers the entire region of the Hawke's Bay District Health Board (HBDHB) Staff reporting - 0			
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> The role of the Health Protection Officer is to meet Hawke's Bay Population Health Service's contractual obligations in the promotion, protection and preservation of the health of the community in relation to the physical, chemical, and biological determinants of health in all aspects of the human environment. The position is required to provide advice, surveillance, enforcement and monitoring and ensuring the identification, reduction and/or removal of potential and actual hazards to health. To undertake statutory functions of a Health Protection Officer currently contained in various Acts and Regulations, including inspection, surveillance and enforcement activities, and non-regulatory standards. Delivery of organisational KPIS including Relevant MOH Target, financial budgets and service plans To recognise and support the delivery of the Hawke's Bay Health sector vision 			
KEY DELIVERABLES	<p>Undertake the functions of a Health Protection Officer including:</p> <ul style="list-style-type: none"> Ensure that Health Protection Officer duties (including inspection, investigation, compliance, enforcement and attendance at court proceedings) are undertaken in accordance with: <ul style="list-style-type: none"> contract requirements HBDHB work plans relevant legislation manuals guidelines policies/procedures Attend and respond to public health related incidents in a timely and professional manner Have an awareness of the HBDHB emergency plans and undertake duties or tasks directed by management during an emergency Participate in training activities regionally or nationally to build on public and environmental health experiences and expertise Participate in the provision of the on call – health protection service Participates in mentoring of staff as required Hold portfolio lead for allocated topics. Undertake reporting and annual plan development <p>Health Equity</p> <ul style="list-style-type: none"> Required to implement relevant health equity policies, procedures, approaches and guidelines. Ensuring health equity assessment is embedded into practise where services, policies or programmes are expected to improve outcomes for Māori. Ensuring appropriate health literacy responses are used for effective engagement with Māori. Where appropriate, including Māori perspectives in the design and delivery of our health services. 			
HEALTH & SAFETY RESPONSIBILITIES	HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are: <ul style="list-style-type: none"> Not to do anything that puts your own H&S at risk Not to do anything that puts others H&S at risk To follow all health and safety policies and procedures To follow all reasonable health and safety instructions (You have the right to cease work if you believe that you, or others, are at risk of serious harm).			
KEY WORKING RELATIONSHIPS	<p>INTERNAL</p> <ul style="list-style-type: none"> Team Leader Health Protection Medical Officers of Health Population Health team members Emergency Management Advisor Information Services Māori Health Service 	<p>EXTERNAL</p> <ul style="list-style-type: none"> Ministry of Health Ministry of Primary Industries Drinking water suppliers Hawke's Bay regional district Territorial Local Authorities Iwi Government agencies Primary health care organisations Volunteer and community groups Industry Lawyers 		

DELEGATION AND DECISION	<ul style="list-style-type: none"> • Ministry of Health designation as a Health Protection Officer and other warrants in agreement with the employee and manager. • Delegated Authority from the Medical Officer of Health as required in agreement with the employee and the manager • Problem solve complex issues as they arise. • Maintains relationships with external and internal stakeholders.
HOURS OF WORK	80 per fortnight plus participating in the on-call roster
EMPLOYMENT AGREEMENT & SALARY	In accordance with the Public, Allied and Technical Health Employee's Multi Employer Collective Agreement (MECA) according to qualifications and experience.
DATE	December 2021
EXPENDITURE & BUDGET ACCOUNTABILITY	No expenditure or budget accountability
SCOPE & COMPLEXITY	Effectively managing time and prioritising workload to ensure work is completed within the agreed time.

ESSENTIAL CRITERIA

Qualifications

- National Diploma in Environmental Health Science or a qualification accepted by the Director-General of Health (as at least equivalent to it)

Experience

- Demonstrates innovation and is able to interpret and apply general policies and guidelines to new situations
- Demonstrates critical thinking about public health interventions and actions
- Demonstrates the ability to identify and appreciate the significance of broader public health aspects/issues

Business / Technical Skills

- Current driver licence
- Maintains and extends knowledge and skill base relating to relevant issues, trends and practice
- Has good computing skills and ability to use Microsoft products (i.e. Word, Excel and PowerPoint) and systems operated on behalf of the Ministry of Health or its science providers

Leadership Competencies

- Credibility and integrity (embraces professionalism and ethical practice).
- Ability to grasp implications of a situation quickly

Key Attributes

- Effective communication skills
- Positive attitude with problem solving focus

Effectively Engaging with Māori

- Demonstrates knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori
- Is visible, welcoming and accessible to Māori consumers and their whānau
- Actively engages in respectful relationships with Māori consumers and whānau and the Māori community
- Actively seeks ways to work with Māori consumers and whānau to maximise Māori experience
- Actively facilitates the participation of whānau in the care and support of their whānau member

Physical requirements for role

- Night driving
- Able to drive comfortably for 1 hour at a time
- Has the ability to tolerate weather conditions of heat and cold
- Has the ability to cope with heights
- Agility
 - Able to kneel
 - Able to squat
 - Able to raise arms above head
 - Able to reach arms out in front
 - Able to climb up and down onto a ute tray
- Fitness -
 - Able to walk up 2 flights of stairs without stopping.

Vaccination status for role

As this role involves going on board ships whose crew are in isolation or quarantine (as specified by the COVID-19 Public Health Response Maritime Border Order) the applicant must be willing to have a COVID-19 vaccination or have had a COVID-19 vaccination.

DESIRABLE CRITERIA

Experience

Project management skills

Business / Technical Skills

- Understanding of organisational dynamics and able to work effectively in a complex multi-professional workplace.
- Advanced IT skills



Our Vision and Values

Te hauora o te Matau-a-Māui: Healthy Hawke's Bay

Excellent health services working in partnership to improve the health and wellbeing of our people and to reduce health inequities within our community.



HE KAUANUANU RESPECT
Showing *respect* for each other, our staff, patients and consumers. This means I actively seek to understand what matters to you.

ĀKINA IMPROVEMENT
Continuous *improvement* in everything we do. This means that I actively seek to improve my service.

RARANGA TE TIRA PARTNERSHIP
Working together in *partnership* across the community. This means I will work with you and your whānau on what matters to you.

TAUWHIRO CARE
Delivering high quality *care* to patients and consumers. This means I show empathy and treat you with care, compassion and dignity.