

	POSITION TITLE	Associate Director of Nursing Whānau & Communities		
	GROUP	Whānau & Communities		
	REPORTING TO (operationally)	Director of Nursing Whānau & Communities	REPORTING TO (professionally)	Director of Nursing Whānau & Communities
GROUP RESPONSIBILITIES & DIRECT REPORTS	<p>This role is the senior nursing leadership role accountable for enabling the delivery of high-quality healthcare within the Whānau & Communities group of Health Services – care that is safe, equitable, timely, person and whānau centred, clinically effective and efficient.</p> <p>To achieve this, the role will be accountable for leadership, planning, coordination and delivery of nursing within the group. Reporting directly to the Director of Nursing, the Associate Director of Nursing will provide professional nursing leadership, consultancy and advice within the group.</p> <p>This role will ensure Te Tiriti o Waitangi, and other aspirations of Ngāti Kahungunu iwi and Māori living in Hawke’s Bay, are at the forefront of all decision-making. A key goal of the role is to prioritise achievement of health equity by improving access to care, ensuring that service delivery is culturally safe, and transforming models of care in alignment with national, regional and local priorities.</p> <p>As a leader within the organisation, the postholder is expected to be a guardian of the Health System Values – He Kauanuanu (respect); Ākina (improvement); Raranga te Tira (partnership); Tauwhiro (care) - working with fellow leaders to ensure that these are reinforced at every level, both internally and in interactions with health system partners.</p>			
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> ▪ Provides visible and effective nursing professional leadership to enable the delivery of high-quality healthcare - care that is safe, equitable, timely, person and whānau centred, clinically effective and efficient ▪ Is an integral part of the senior nursing leadership team, leading and developing quality improvement projects and facilitating the development and maintenance of frameworks ▪ Facilitates nursing input into policy and framework decisions within the service and wider organisational functions ▪ Supports excellence in professional nursing standards of practice, to maximise the role of nursing in delivery of services and organisational strategy ▪ Supports nursing leaders with quality systems to measure and enhance nursing sensitive quality indicators and the delivery of care, including adverse events and complaint management ▪ Supports nursing leaders for ensuring nursing practice meets regulatory requirements ▪ Supports the delivery of CCDM, safe staffing and effective workforce planning ▪ Accepts delegated responsibility from the Director of Nursing 			
KEY DELIVERABLES	<ul style="list-style-type: none"> ▪ Role models HBDHB’s values and behaviours that drive and support the desired organisational culture ▪ Supports the development and implementation of the operational, plans, quality plans and the strategic planning process across the group ▪ Supports implementation and evaluation of systems to ensure that all nursing areas within the group establish, monitor and review the service specific standards and nursing practice indicators ▪ Leads work as delegated across the group for improvement and innovation that enables the delivery of high-quality services ▪ Leads and/or participates in HQSC campaigns ▪ Ensures that HBDHB’s policy, procedure and guideline development and implementation process is followed ▪ Leads and/or participates in adverse event reviews / patient complaints as delegated ▪ Contributes to the development and implementation of the nursing strategy ▪ Supports nursing teams with professional development plans and PDRP uptake ▪ Provides coaching and mentorship as delegated within the service ▪ Supports the recruitment, retention and succession planning of nurses, with an emphasis on the Māori and Pacifica nursing workforce ▪ Supports credentialing processes to meet organisational requirements ▪ Provides nursing input into major projects as delegated ▪ Provides support for TrendCare related to nursing utilisation and CCDM outcomes ▪ Participates in annual performance review and processes, identifying ongoing professional development requirements ▪ Monitors national and international trends in the areas of nursing practice and can utilise same in service as appropriate ▪ Critiques research findings and models integration of these as the basis for contemporary nursing practice 			

	<ul style="list-style-type: none"> ▪ Engages in professional development and ongoing maintenance of continuing competence with a professional development recognition Programme (PDRP) portfolio, evidenced within 12 months of commencing within the role ▪ May be assigned mutually agreed additional portfolios within role 		
HEALTH & SAFETY RESPONSIBILITIES	<p>HBDHB is committed to maintaining and promoting the health & safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <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 <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm)</p>		
WORKING RELATIONSHIPS	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <p>INTERNAL</p> <ul style="list-style-type: none"> ▪ Chief Nurse & Midwifery Officer ▪ Directors of Nursing and Midwifery ▪ Whānau & Communities Group Leadership team ▪ Nursing workforce including Health Care Assistants ▪ Patient Safety and Quality ▪ Māori Health ▪ Pacifica Health ▪ HB Clinical Council and other relevant Advisory Groups / Committees ▪ Patients/consumers & whānau </td> <td style="vertical-align: top; width: 50%;"> <p>EXTERNAL</p> <ul style="list-style-type: none"> ▪ Primary Health Organisation (PHO) ▪ General Practice ▪ ARRC ▪ NGO's ▪ Māori health providers ▪ Patients /consumers & Whānau </td> </tr> </table>	<p>INTERNAL</p> <ul style="list-style-type: none"> ▪ Chief Nurse & Midwifery Officer ▪ Directors of Nursing and Midwifery ▪ Whānau & Communities Group Leadership team ▪ Nursing workforce including Health Care Assistants ▪ Patient Safety and Quality ▪ Māori Health ▪ Pacifica Health ▪ HB Clinical Council and other relevant Advisory Groups / Committees ▪ Patients/consumers & whānau 	<p>EXTERNAL</p> <ul style="list-style-type: none"> ▪ Primary Health Organisation (PHO) ▪ General Practice ▪ ARRC ▪ NGO's ▪ Māori health providers ▪ Patients /consumers & Whānau
<p>INTERNAL</p> <ul style="list-style-type: none"> ▪ Chief Nurse & Midwifery Officer ▪ Directors of Nursing and Midwifery ▪ Whānau & Communities Group Leadership team ▪ Nursing workforce including Health Care Assistants ▪ Patient Safety and Quality ▪ Māori Health ▪ Pacifica Health ▪ HB Clinical Council and other relevant Advisory Groups / Committees ▪ Patients/consumers & whānau 	<p>EXTERNAL</p> <ul style="list-style-type: none"> ▪ Primary Health Organisation (PHO) ▪ General Practice ▪ ARRC ▪ NGO's ▪ Māori health providers ▪ Patients /consumers & Whānau 		
DELEGATION AND DECISION	To be confirmed		
HOURS OF WORK	80 hours per fortnight		
TENURE	Permanent		
EMPLOYMENT AGREEMENT & SALARY	In accordance with the Individual Employment Agreement (IEA) negotiated with the appointee.		
DATE	June 2021		
EXPENDITURE & BUDGET ACCOUNTABILITY	<ul style="list-style-type: none"> ▪ No direct budget responsibilities 		
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> ▪ Broad scope across group, with significant complexity ▪ Provides professional support and direction to a broad range of nursing staff ▪ Problems can be complex and contain unusual and unexpected elements which have not previously been encountered. Often DHB policy will not provide a complete answer to these problems and they may take considerable time and effort to resolve 		

ESSENTIAL CRITERIA

Qualifications

- Current registration with Nursing Council of New Zealand as a Registered Nurse.
- Master qualification in nursing / health
- Holds a current annual practicing certificate

Experience

- An understanding and respect of kaupapa Māori and relationships within te ao Māori
- Extensive experience and expertise across nursing (ideally 10 + years)
- Experience in clinical leadership roles with proven track record
- Knowledge and understanding of the NZ health and disability system, legislation and Government imperatives that govern health and disability care delivery
- Demonstrated ability to analyse and take responsibility for operational decisions without having to refer to others
- Ability to manage multiple tasks and demands in a timely manner, can manage and direct resources (people, funding, material, support) to get the work done

Business / Technical Skills

- Able to prioritise conflicting demands
- Excellent communication skills, written and oral, with a proven ability to build effective and positive relationships
- Proven track record of working at a management level
- Experience in planning, directing and managing all activities in an operational area

Leadership Competencies

- Demonstrates the ability to drive self and others to deliver results
- Collaborative, self-confident and not afraid to challenge the status quo
- Understands the balance between meeting both operational targets and budget requirements
- Creates strong morale and spirit in the team to foster a feeling of belonging
- Exhibits empathy and compassion
- Acts transparently and with integrity with an ability to generate trust
- Flexible and able to deal confidently and positively with change and uncertainty

Effectively Engaging with Māori

- Demonstrates the ability to engage effectively with Māori
- Demonstrates ability to apply Te Tiriti with practice, investment and decision making
- Shows commitment to and demonstrates the shared values and behaviours of HBDHB

Physical Requirements

- Ability to move about and undertake necessary duties
- A high degree of mental concentration is required
- Must be able to function under rapidly changing and demanding conditions.
- Visual ability sufficient to read, write/record and enable accurate performance of duties.
- Hearing and speech sufficient to communicate with other people effectively both individually and by telephone (including cell-phone) and in group meetings
- Manual dexterity sufficient to drive and operate computer and other tools necessary to undertake essential job duties

Vaccination Requirements

- Annual influenza vaccine
- COVID vaccination

Our shared values and behaviours



1 HE KAUANUANU RESPECT *Showing respect for each other, our staff, patients and consumers*

- | | |
|---|--|
| <p>Welcoming</p> <ul style="list-style-type: none"> ✓ Is polite, welcoming, friendly, smiles, introduce self ✓ Acknowledges people, makes eye contact, smiles <p>Respectful</p> <ul style="list-style-type: none"> ✓ Values people as individuals; is culturally aware / safe ✓ Respects and protects privacy and dignity <p>Kind</p> <ul style="list-style-type: none"> ✓ Shows kindness, empathy and compassion for others ✓ Enhances peoples mana <p>Helpful</p> <ul style="list-style-type: none"> ✓ Attentive to people's needs, will go the extra mile ✓ Reliable, keeps their promises; advocates for others | <ul style="list-style-type: none"> ✗ Is closed, cold, makes people feel a nuisance ✗ Ignore people, doesn't look up, rolls their eyes ✗ Lacks respect or discriminates against people ✗ Lacks privacy, gossips, talks behind other people's backs ✗ Is rude, aggressive, shouts, snaps, intimidates, bullies ✗ Is abrupt, belittling, or creates stress and anxiety ✗ Unhelpful, begrudging, lazy, 'not my job' attitude ✗ Doesn't keep promises, unresponsive |
|---|--|

1 ĀKINA IMPROVEMENT *Continuous improvement in everything we do*

- | | |
|---|--|
| <p>Positive</p> <ul style="list-style-type: none"> ✓ Has a positive attitude, optimistic, happy ✓ Encourages and enables others; looks for solutions <p>Learning</p> <ul style="list-style-type: none"> ✓ Always learning and developing themselves or others ✓ Seeks out training and development; 'growth mindset' <p>Innovating</p> <ul style="list-style-type: none"> ✓ Always looking for better ways to do things ✓ Is curious and courageous, embracing change <p>Appreciative</p> <ul style="list-style-type: none"> ✓ Shares and celebrates success and achievements ✓ Says 'thank you', recognises people's contributions | <ul style="list-style-type: none"> ✗ Grumpy, moaning, moody, has a negative attitude ✗ Complains but doesn't act to change things ✗ Not interested in learning or development; apathy ✗ "Fixed mindset, 'that's just how I am', OK with just OK ✗ Resistant to change, new ideas; 'we've always done it this way'; looks for reasons why things can't be done ✗ Nit picks, criticises, undermines or passes blame ✗ Makes people feel undervalued or inadequate |
|---|--|

1 RARANGA TE TIRA PARTNERSHIP *Working together in partnership across the community*

- | | |
|---|---|
| <p>Listens</p> <ul style="list-style-type: none"> ✓ Listens to people, hears and values their views ✓ Takes time to answer questions and to clarify <p>Communicates</p> <ul style="list-style-type: none"> ✓ Explains clearly in ways people can understand ✓ Shares information, is open, honest and transparent <p>Involves</p> <ul style="list-style-type: none"> ✓ Involves colleagues, partners, patients and whanau ✓ Trusts people; helps people play an active part <p>Connects</p> <ul style="list-style-type: none"> ✓ Pro-actively joins up services, teams, communities ✓ Builds understanding and teamwork | <ul style="list-style-type: none"> ✗ 'Tells', dictates to others and dismisses their views ✗ Judgmental, assumes, ignores people's views ✗ Uses language / jargon people don't understand ✗ Leaves people in the dark ✗ Excludes people, withholds info, micromanages ✗ Makes people feel excluded or isolated ✗ Promotes or maintains silo-working ✗ 'Us and them' attitude, shows favouritism |
|---|---|

1 TAUWHIRO CARE *Delivering high quality care to patients and consumers*

- | | |
|--|--|
| <p>Professional</p> <ul style="list-style-type: none"> ✓ Calm, patient, reassuring, makes people feel safe ✓ Has high standards, takes responsibility, is accountable <p>Safe</p> <ul style="list-style-type: none"> ✓ Consistently follows agreed safe practice ✓ Knows the safest care is supporting people to stay well <p>Efficient</p> <ul style="list-style-type: none"> ✓ Makes best use of resources and time ✓ Respects the value of other people's time, prompt <p>Speaks up</p> <ul style="list-style-type: none"> ✓ Seeks out, welcomes and give feedback to others ✓ Speaks up whenever they have a concern | <ul style="list-style-type: none"> ✗ Rushes, 'too busy', looks / sounds unprofessional ✗ Unrealistic expectations, takes on too much ✗ Inconsistent practice, slow to follow latest evidence ✗ Not thinking about health of our whole community ✗ Not interested in effective user of resources ✗ Keeps people waiting unnecessarily, often late ✗ Rejects feedback from others, give a 'telling off' ✗ 'Walks past' safety concerns or poor behaviour |
|--|--|

www.ourhealthhb.nz

