

 HAWKE'S BAY District Health Board Whakawāteaia	POSITION TITLE	Project Manager		
	DIRECTORATE	Planning, Funding & Performance	DEPARTMENT	Hospital OR Community OR Mental Health and Addiction
	REPORTING TO (operationally)	System Lead Hospital OR System Lead Mental Health and Addiction OR System Lead Community	REPORTING TO (professionally)	Business Lead
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	Staff reporting Nil			
PURPOSE OF THE POSITION	<ul style="list-style-type: none"> To project-manage significant organisational projects within hospital and community health service environments – in line with Project Management standards and methodologies at HBDHB. To perform the function of Project Manager including: planning; delegating; monitoring; and motivating those involved to achieve the programme objectives within the expected targets for time, cost, quality, scope, benefits and risks. To facilitate the delivery of specific agreed project deliverables so as to ensure delivery of agreed outcomes and benefits and enable realisation of organisational KPI's including relevant MOH targets, financial budgets and service plans. To help embed a culture of partnership, collaboration and co-design – patient and Whanau centred care and consumer engagement within the disciplines of Project Management To ensure and prioritise a focus on patient safety and quality relating to care and processes within the organisation. To recognise and support the achievement of the Hawke's Bay Health sector vision. To help embed, within the Hawke's Bay health sector, a culture of optimising the use of project management approaches/interventions to deliver tangible organisation benefits. Consideration of health equity and health services for people with disabilities are core for all Planning, Funding and Performance roles. Undertake any other actions or tasks allocated by the relevant System Lead 			
KEY DELIVERABLES	<p>Objective: Project Management Applies HBDHB project management methodology to manage allocated projects. This includes planning, delegating, monitoring, controlling and motivating those involved to achieve the objectives within the expected targets of time, cost, quality, scope benefits and risks.</p> <p>Demonstrated by:</p> <ul style="list-style-type: none"> Timely development of project plans and supporting documents that meet standards set by the HBDHB Effective Risk Management process activated and evidenced through project lifecycle Robust stakeholder analysis and communication plans show a functional understanding of the HBDHB management structures and decision making pathways Implementation timelines are met Reporting requirements are met Negotiation with key stakeholders is completed in a professional manner and within agreed parameters Project resources work effectively or performance management is in place. Demonstrates effective change leadership and competent resolution of issues. Demonstrates appropriate / timely escalation of issues and risks to the relevant Project Sponsor / Executive – Senior Responsible Owner or Line Manager. Establishes measures to monitor and demonstrate success of the project. Post implementation reviews conducted. Demonstrates application of evidence based approaches in preparing project implementation plans e.g. change management; business process re-engineering; process improvement methodology, consumer co-design; Lean; standard construction and IS system implementation methods; Better Business Case model etc. <p>Objective: Supporting the System Lead Works effectively with the System Lead to provide inputs and support required for planning, development and reporting purposes on selected projects.</p> <p>Demonstrated by:</p> <ul style="list-style-type: none"> Providing inputs, collation of information and analysis as necessary. Assisting in coordination of the monthly HBDHB project reporting processes and change control processes including, ensuring realistic reporting with accurate status indicators. Supporting education, coaching, guidance and/ or expertise to improve HBDHB project management capability and capacity overall as required. Supporting the development and continuous improvement of the HBDHB's project management methodology and toolkits. Working effectively as a team member within Planning, Funding and Performance and all stakeholders. 			

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>	
KEY WORKING RELATIONSHIPS	<p>INTERNAL</p> <ul style="list-style-type: none"> ▪ Planning, Funding and Performance team ▪ Relevant Project Functionaries including: Senior Responsible Owners; Project Sponsors, Project Team resources, Project Boards and Steering Groups, Stakeholders etc. ▪ Project Support service staff including: Finance, Quality and Safety, Communications, Information Services, Business Intelligence; Facilities, Procurement, Planning, Strategic Services ▪ Relevant Operational Management staff: EMT, Service Directorates; etc. ▪ Health Improvement and Equity division 	<p>EXTERNAL</p> <ul style="list-style-type: none"> ▪ Project Stakeholders outside the HBDHB environment including: Health HB PHO, Health Sector NGOs, and Maori Providers etc. ▪ Central and local government agencies ▪ General practitioners ▪ Contracted providers ▪ Community stakeholders ▪ Central Technical Advisory Services ▪ Other District Health Boards
HOURS OF WORK	80 per fortnight	
EMPLOYMENT AGREEMENT & SALARY	Individual Employment Agreement Grade 17	
DATE	January 2022	
EXPENDITURE & BUDGET ACCOUNTABILITY	<p>The Project Manager will be expected to support project expenditures within allocated amounts and be competent in processes associated with project budget management including development of funding applications for resource outside any allocated project budget.</p>	

ESSENTIAL CRITERIA

Qualifications

- Formal training or qualification in Project Management (e.g. PRINCE2, MSP, PMI). Tertiary level qualification.

Experience

- A track record of leading and delivery of projects and change in a complex environment (5+ years' experience) using structured project methodologies.
- Proficiency in project plan development using appropriate tools and software.
- Shows commitment to, and demonstrates the behaviours of the health sector.

Business / Technical Skills

- Competent User of Microsoft Office applications
- Evidence of applied skills and successful outcomes in negotiating, and leadership roles.
- Evidence of strong written and presentational skills.
- Ability to write coherent meaningful project briefs, project implementation documents; business cases and other relevant documents.
- Evidence of managing complex programmes/projects to time and budget to deliver required outcomes.
- Evidence of self-awareness, and emotional and political intelligence
- Good level of numeracy and evidence of working with financial and informatics analysis.
- Evidences proficiency with service improvement and/or redesign projects and awareness of project lifecycles for construction, IT etc.

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:

Nil

Vaccination status for role:

As per HBDHB Policy including annual influenza vaccinations and COVID vaccines and boosters

DESIRABLE CRITERIA

Experience

Experience of working with other agencies on the wider determinants of health.

Business / Technical Skills

Formal training or qualification in Change Management.



Our Vision and Values

Te hauora o te Matau-ā-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.