



	POSITION TITLE	Senior Advisor, Strategic Planning and Localities		
	DIRECTORATE	Planning, Funding & Performance	DEPARTMENT	Strategic Planning
	REPORTING TO (operationally)	System Lead, Strategic Planning	REPORTING TO (professionally)	System Lead, Strategic Planning
DIRECTORATE RESPONSIBILITIES & DIRECT REPORTS	<p>This role supports the strategic planning and localities work programmes within Planning, Funding and Performance in the Hawke’s Bay District Health Board (HBDHB). Improving equity underpins our Directorate’s ethos.</p> <p>This role has no direct reports.</p>			
PURPOSE OF THE POSITION	<p>The Senior Advisor will be responsible for a portfolio of work allocated by the System Lead that includes contributing to and providing advice on system and infrastructure planning, and leading the development of locality plans. Strong, collaborative and high trust relationships are required both within the health system and across the community.</p> <p>A core focus of this role is the continued profiling of whānau voice, and advocating, planning and implementing work that supports the reorientation of services to address health and social inequities using a population health approach. The role will be responsible for working closely with others on the implementation of the model of care programme (to inform the service planning requirements of the Hospital Redevelopment Project) and locality planning.</p> <p>The role includes providing secretariat support, making improvements to strategic planning processes, and making connections to make sure strategic planning is effective.</p>			
KEY DELIVERABLES	<p>Leadership and strategic planning</p> <ul style="list-style-type: none"> • Contribute to and influence strategic planning and localities work programme • Contribute to and influence the wider Planning, Funding and Performance work programme and plans through team meetings, steering groups and project groups – provide advice, information, and peer-review • Develop, implement, and monitor plans that support the implementation of strategic planning, and support localities • Policy writing and analysis using whānau voice, data and evidence to inform approach and facilitate transformational change of the health system • Incorporate whānau voice in planning and ensure approach is culturally safe • Identify and report on risks associated with the development of work. <p>Relationship management and community action</p> <ul style="list-style-type: none"> • Build strong collaborative high-trust relationships across the health system, including with communities and a focus on whānau/community voice • Work collaboratively with other Directorates including Health Improvement and Equity, Financial Services and Health Services • Work collaboratively with Clinical Leads and Executives • Build and facilitate strategic alliances with community partners. <p>Implementation focused</p> <ul style="list-style-type: none"> • Ensure equity framework is applied to all work, and where appropriate (particularly in localities) work is co-designed • Provide leadership for work plan and focus areas, working with others to ensure all work is well planned and using work planning tools and methods, including taking strategic approaches to achieve results • Drive self and others to deliver. 			
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	INTERNAL <ul style="list-style-type: none"> • Planning, Funding and Performance • Health Improvement and Equity • Health Services, including General Managers, Clinicians and Group Leadership teams • Communications • Financial Services • Digital Enablement including Business Intelligence and Service Improvement • Governance, ELT and CEO 	EXTERNAL <ul style="list-style-type: none"> • Health Hawke’s Bay PHO • General practice and primary care • Community and NGO sector • Māori, Pasifika and other providers • Community organisations and community groups • Regional/other DHB services • Ministry of Health • Service Planning team within Interim Health New Zealand
DELEGATION AND DECISION	<ul style="list-style-type: none"> • Works autonomously within the boundaries of the agreed work plan to achieve the plan and problem solve issues as they arise. • Encouraged to use initiative and problem-solving skills to develop innovative approaches to issues. • Maintains relationships with internal and external stakeholders, including communities. 	
HOURS OF WORK	80 per fortnight (1.0FTE)	
EMPLOYMENT AGREEMENT & SALARY	As per the Individual Employment Agreement (IEA) negotiated with the appointee.	
DATE	December 2021	
EXPENDITURE & BUDGET ACCOUNTABILITY	<ul style="list-style-type: none"> • As per agreed workplan. 	
SCOPE & COMPLEXITY	<ul style="list-style-type: none"> • Effectively managing time and prioritising workload to ensure work is completed within the agreed time. • Works across organisation and communities that have other visions and values. • Maintains quality relationships that are meaningful and enduring. • Delivers work programmes with actions that contribute to reducing health inequities in Hawke’s Bay. 	

ESSENTIAL CRITERIA

Qualifications

- Tertiary qualification in public health or social/public policy.

Experience

- Extensive experience in health (ideally 5 - 10 years)
- Experience in policy or planning
- Experience in community engagement and co-design
- Experience following Government / legislated processes
- Experience providing secretariat support
- Knowledge of the political, legislative, or other external influences affecting the health sector.

Business / Technical Skills

- Demonstrates an understanding of continuous quality improvement
- Ability to write to a high standard that is appropriate to the audience, including proof reading with a high level of accuracy
- Work planning tools for example, programme / project planning approaches
- Highly organised, with the ability to manage multiple items while maintaining high level of attention to detail
- Build and maintain relationships across an organisation, using appropriate style and method to communicate with others
- Ability to design and implement pragmatic process design and improvement
- Proven ability to coordinate tasks and work programmes across a variety of teams and professional disciplines
- Comprehensive understanding of Te Tiriti o Waitangi
- Expert knowledge of the determinants of health and health inequity, the impact of colonisation and racism on health outcomes.

Key Attributes

- Strong written and oral communication skills
- Evidence of strong relationship management skills with varied stakeholders
- Effective interpersonal skills, relating to a wide range of people
- Positive attitude with problem solving focus
- Strong drive for results and be responsible for delivering with a commitment to continuous improvement
- Commitment, knowledge, and experience in Māori health
- High level of integrity and professionalism
- Able to manage or escalate issues.

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

Hawke's Bay DHB requires all its employees to be vaccinated against COVID-19 and influenza.

DESIRABLE CRITERIA

Experience

- Post-graduate or Master's degree in health, social services of public policy
- Sound understanding of tikanga and Te Reo Māori
- Provision of policy advice at a senior level.

Business / Technical Skills

- Understanding of organisational dynamics and able to work effectively in a complex multi-professional workplace
- An understanding of business, commercial and financial principles
- Marketing / communication 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.