

<b>Health New Zealand</b> Te Whatu Ora	<b>POSITION TITLE</b>	<b>Head of Department Biochemistry</b>		
	<b>DIRECTORATE</b>	Hospital Group	<b>DEPARTMENT</b>	Laboratory
	<b>REPORTING TO (operationally)</b>	Laboratory Manager	<b>REPORTING TO (professionally)</b>	Laboratory Manager
<b>DIRECTORATE RESPONSIBILITIES &amp; DIRECT REPORTS</b>	This role is based in the Biochemistry Department of the Laboratory in Te Whatu Ora – Health New Zealand, Te Matau a Māui Hawke’s Bay Staff reporting 9 Direct 0 Indirect			
<b>PURPOSE OF THE POSITION</b>	<ul style="list-style-type: none"> <li>▪ To provide expert leadership to the Biochemistry Team</li> <li>▪ To personally provide expert technical services within the Biochemistry Laboratory including hands on technical work as required</li> <li>▪ To ensure that the Biochemistry laboratory provides a service to the highest quality standards, meeting or exceeding Accreditation or Professional Standards.</li> <li>▪ To ensure and prioritise a focus on patient safety and quality relating to care and processes within the Laboratory Service.</li> <li>▪ Performance management of personnel that complies with the established organisational policies.</li> <li>▪ To operationally and strategically support the ongoing development of the Laboratory Service.</li> <li>▪ Is actively involved with project management and will lead selected service improvement activities as delegated by the respective clinical and management leaders.</li> <li>▪ Delivery of organisational KPI’s including relevant MOH target, financial budgets and service plans.</li> <li>▪ To recognise and support the delivery of the Hawkes Bay Health Sector vision.</li> </ul>			
<b>KEY DELIVERABLES</b>	<p><b><u>Clinical/Technical Practice:</u></b></p> <ul style="list-style-type: none"> <li>▪ All laboratory practices/procedures, that are conducted, comply with protocols and Code of Ethics and are in accordance with validated methods.</li> <li>▪ Documented protocols for the Department's procedures/policies are maintained and reviewed on a regular basis.</li> <li>▪ Processing problems and downtime is minimised by effective trouble-shooting to ensure service continuity and quality.</li> <li>▪ All work practices, equipment and work areas comply with health and safety guidelines and infection control protocol</li> <li>▪ IANZ accreditation is maintained.</li> </ul> <p><b><u>Organisation and Management:</u></b></p> <ul style="list-style-type: none"> <li>▪ Staff are given appropriate support, leadership, and supervision with clear instructions to ensure quality of work is of the required standard.</li> <li>▪ Workload is prioritised to ensure required timeframes are met.</li> <li>▪ Equipment is used and maintained to ensure continued optimum usage with problems and breakdowns identified and resolved.</li> <li>▪ Supplies are maintained according to department requirements.</li> <li>▪ Services are provided within the negotiated budget</li> <li>▪ The Biochemistry service is run in conjunction with the senior scientists in Biochemistry. The senior scientists are given the appropriate advice, communication, and skills to cover the HOD’s absences.</li> <li>▪ In conjunction with the Laboratory Manager the required replacement capital equipment is purchased</li> </ul> <p><b><u>Communication:</u></b></p> <ul style="list-style-type: none"> <li>▪ To communicate, consult, and co-ordinate appropriately to ensure that a quality service is delivered and maintain good public relations for the Laboratory.</li> <li>▪ Phone or face to face queries need to be handled professionally and given the appropriate prioritisation and solved.</li> <li>▪ Accurate, timely and relevant advice and/or reports are provided to the Laboratory Manager.</li> </ul> <p><b><u>Professional Development:</u></b></p> <ul style="list-style-type: none"> <li>▪ Active participation in teaching/training staff members and for personal development to ensure commitment to continuing development of the laboratory service and the Medical laboratory profession.</li> <li>▪ Fourth year laboratory scientist students and trainees are provided with the appropriate assistance to enable them to successfully complete their studies.</li> </ul> <p><b><u>Professional Standards</u></b></p> <ul style="list-style-type: none"> <li>▪ To meet Te Whatu Ora – Hawke’s Bay’s standards (i.e. Legislative, Professional, Contractual, Ethical and Organisation) by knowing what the applicable standards are and undertaking any steps necessary to remedy shortfalls in practice and knowledge.</li> </ul>			

<p><b>KEY COMPETENCIES</b></p>	<p>Demonstrates the ability to drive self and others to deliver results e.g. MOH targets, KPI's, service plans</p> <p>Consistently and constantly fosters joint problem solving and decision making across the team and wider</p> <p>Manages the balance between meeting both organisational wide targets and budget requirements</p> <p>Demonstrates the following:</p> <ul style="list-style-type: none"> <li>▪ Strong prioritisation skills</li> <li>▪ Communication skills (both verbal and written) and</li> </ul> <p>The running of effective meetings</p>	
<p><b>BUILDING EFFECTIVE TEAMS</b></p>	<p>Staff performance development plans are aligned with the approved service/continuum plan</p> <p>Creates strong morale and spirit in his/her team to foster a feeling of belonging</p> <p>Demonstrates the ability to blend people into teams when needed to work autonomously e.g. leading project teams, participation in projects, forums</p> <p>Fosters open dialogues and joint problem solving and decision making</p> <p>Defines success in terms of the whole team and shares wins and successes</p> <p>Demonstrates the ability to effectively lead and participate in organisational wide project teams as required</p>	
<p><b>HEALTH &amp; SAFETY RESPONSIBILITIES</b></p>	<p>Te Whatu Ora – Hawke's Bay is committed to maintaining and promoting the health &amp; safety of all its staff, contractors, volunteers and patients. In this role, your duties are:</p> <ul style="list-style-type: none"> <li>• Not to do anything that puts your own H&amp;S at risk</li> <li>• Not to do anything that puts others H&amp;S at risk</li> <li>• To follow all health and safety policies and procedures</li> <li>• To follow all reasonable health and safety instructions</li> </ul> <p>(You have the right to cease work if you believe that you, or others, are at risk of serious harm).</p>	
<p><b>KEY WORKING RELATIONSHIPS</b></p>	<p><b>INTERNAL</b></p> <ul style="list-style-type: none"> <li>▪ Laboratory Manager</li> <li>▪ Hawke's Bay Hospital Laboratory HODs</li> <li>▪ Hawke's Bay Hospital Clinical Director</li> <li>▪ Hawke's Bay Hospital Laboratory Staff</li> <li>▪ Chemical Pathologist</li> <li>▪ Quality, Health &amp; Safety Manager</li> <li>▪ Other hospital staff</li> </ul>	<p><b>EXTERNAL</b></p> <ul style="list-style-type: none"> <li>▪ Patients and Caregivers</li> <li>▪ Clinicians</li> <li>▪ Nursing Staff</li> <li>▪ Other Hospital Staff</li> <li>▪ GPs</li> </ul>
<p><b>DELEGATION AND DECISION</b></p>	<p>The post holder is accountable for delivering the day-to-day operation of the Biochemistry service</p>	
<p><b>HOURS OF WORK</b></p>	<p>80 hours per fortnight</p>	
<p><b>EMPLOYMENT AGREEMENT &amp; SALARY</b></p>	<p>Allied, Public Health &amp; Technical Workers MECA according to qualifications and experience (Designated C)</p>	
<p><b>DATE</b></p>	<p>October 2024</p>	
<p><b>EXPENDITURE &amp; BUDGET ACCOUNTABILITY</b></p>	<ul style="list-style-type: none"> <li>▪ Management of Biochemistry Cost Centre Budget</li> <li>▪ Takes direction from Laboratory Manager on all aspects of this area</li> </ul>	
<p><b>SCOPE &amp; COMPLEXITY</b></p>	<ul style="list-style-type: none"> <li>▪ Effectively manage the Biochemistry Department to ensure delivery of a quality service that where all laboratory practices/procedures, that are conducted, comply with protocols and Code of Ethics and are in accordance with validated methods.</li> <li>▪ Will work with the Laboratory Management team providing leadership and decision making for operational efficiencies and the strategic direction of Laboratory Services.</li> </ul>	

## ESSENTIAL CRITERIA

### Qualifications

New Zealand qualified applicants will have a minimum of Bachelor of Medical Laboratory Science (BMLSc) or equivalent, registration as a scientist with the Medical Laboratory Sciences Council of New Zealand, and hold a current Annual Practising Certificate.

International applicants will hold suitable qualifications for registration by the Medical Sciences Council of New Zealand as a Medical laboratory scientist.

**Business / Technical Skills** (e.g. Computing, negotiating, leadership, project management)

Expertise in leading technical laboratory staff.

Strong competencies in managing staff and department resources.

### Competencies

**Analytical Thinking** - Understanding a situation by breaking it apart into smaller pieces, or tracing the implications of a situation in a step-by-step causal way. Organising the parts of a problem or situation in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; identifying time sequences, causal relationships or other relationships.

**Technical/Professional/Managerial Expertise** - The mastery of job-related knowledge; the motivation to expand, use, and distribute work-related knowledge to others. Advanced knowledge of quality control, analytical assay protocols, analyser process and troubleshooting.

**Flexibility** - The ability to adapt to and work effectively with a variety of situations, individuals, or groups; to understand and appreciate different and opposing perspectives on an issue, to adapt an approach as the requirements of a situation change; to change or easily accept change in one's own organisation or job requirements.

### Effectively Engaging with Māori

- Demonstrates the ability to engage effectively with Māori staff and patients.
- Demonstrates ability to apply the Treaty of Waitangi within the Service.
- Shows commitment to, and demonstrates the behaviours of the health sector.

### Physical requirements for role:

Nil

### Vaccination status for role:

COVID 19

## DESIRABLE CRITERIA

### Experience

- Formal Management Qualifications
- Proven technical expertise in Biochemistry
- Proven Management and Leadership ability
- Highly developed communication skills

Shows commitment to, and demonstrates the behaviours of the health sector:

- Tauwhiro (delivering high quality care to patients and consumers)
- Rāanga te tira (working together in partnership across the community)
- He kauanuanu (showing respect for each other, our staff, patients, and consumers)
- Ākina (continuously improving everything we do)



## 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.