

Programme Director ADHB - WDHB PF&O Transition

Position Description

Date: June 2013

- Job Title** : Programme Director, PF&O Transition
- Department** : Planning, Funding and Outcomes Unit
- Term** : Fixed term, 6 - 12 months
- Location** : TBC
- Reporting To** : Lead CEO
- Direct Reports** : 2 FTE interim direct reports (TBC)
- Functional Relationships with** :
- Internal
 - Partner CEO
 - Director Outcomes
 - Director Funding
 - WDHB & ADHB PF&O Staff
 - External
 - Ministry of Health/National Health Board
 - GPs, PHOs and primary health care agencies
 - NGOs, aged residential care and other providers
 - Community & Public Health Advisory Committees (CPHAC))
 - Consumer organisations and Community groups
 - Northern Regional Alliance
 - healthAlliance
- Purpose** :
- The purpose of this position is to coordinate and manage the transition of the ADHB and WDHB Planning & Funding Units to the joint ADHB-WDHB Planning Funding & Outcomes Unit.
 - The aim is to implement the new structure by managing a smooth, effective transition and by maintaining BAU.

KEY TASKS	EXPECTED OUTCOMES
Plan and Lead Transition	<ul style="list-style-type: none"> • With the Lead and Partner CEOs, and the Directors when appointed, plan and coordinate the transition process • Develop implementation and communication plans • Lead the second stage of the change to review and finally position tiers 4 and 5 in the joint structure • Lead the transition team to carry out all the implementation activities • Agree accountabilities and standards of performance with team members • Conduct performance reviews of team members, identifying opportunities to contribute to their contribution and worth • Identify developmental opportunities amongst the team and actively develop the competencies required
Key Activities	<ul style="list-style-type: none"> • Oversee and co-ordinate recruitment processes for new joint roles at tier two and three level • Develop a programme charter • Confirm programme governance arrangements • Develop a service level agreement (SLA) between the DHBs to define and ensure continuity of services and to clearly spell out roles and responsibilities, including processes for when and how problems will be escalated. Delegations will also need to be reviewed and aligned to allow efficient and timely execution of the required activities. • Lead & co-ordinate identification and preparation of a joint facility for the PF&O team, ensuring smooth re-location • Align systems and processes for the new joint unit • Reconfigure planning and delivery functions • Assist to develop an effective clinical managerial partnership within the PFO Unit • Develop a collaboration benefits realisation framework
Relationship Management	<ul style="list-style-type: none"> • Lead engagement with all key stakeholders in the implementation of the new joint ADHB-WDHB structure • Ensure appropriate strategies are in place for consultation and input from key stakeholders (including Ministry of Health, national provider bodies, providers and the community) • Ensure the implementation process is consistent with intra and interregional collaboration
Quality Improvement	<ul style="list-style-type: none"> • Ensure the implementation of the joint structure is consistent with developing a culture of system wide quality improvement, including monitoring of health service performance and results based management and accountability
Financial	<ul style="list-style-type: none"> • Ensure the implementation is carried out in a timely and cost-effective manner • Ensure fiscal risks are identified and monitored, with appropriate mitigation and contingency strategies

KEY TASKS	EXPECTED OUTCOMES
	established
<p>To recognise Individual Responsibility for Workplace Health and Safety under the Health and Safety in Employment Act 1992</p>	<ul style="list-style-type: none"> • Ensure that the working environment meets Health and Safety regulatory requirements and foster a healthy and productive workplace for all staff • Ensure health and safety policies are read and understood and relevant procedures applied to own work activities • Ensure workplace hazards are identified and reported, including self management of hazards where appropriate • Identify health and safety representative for area

Behavioural Competencies

Adheres to Auckland and Waitemata District Health Boards Visions and Values	
<p>Employees who are appointed across Auckland and Waitemata District Health Boards are expected to familiarise themselves with and commit to the vision and values of each organisation. The visions outline our purpose and broad goals and the values provide the foundation for the behaviours expected from every employee.</p>	
Behavioural Competencies	Behaviour Demonstrated
Gets results	<ul style="list-style-type: none"> • Demands high standard performance • Instigates transformational/culture change • Harnesses opportunities from innovation through collaboration
Communicates effectively	<ul style="list-style-type: none"> • Persuades effectively, gets others to join and contribute • Communicates openly and engages widely across the organisations. • Enacts agreed decisions with integrity.
Works co-operatively and builds enduring relationships	<ul style="list-style-type: none"> • Is constantly in the ear of the CEOs about issues and with suggestions • Has the personal gravitas to be respected and to make lasting partnerships • Actively looks for ways to collaborate with and assist others to improve the experience of the healthcare workforce, patients & their families and the community and iwi.
Works in partnership to reduce inequality in outcomes	<ul style="list-style-type: none"> • Demonstrates awareness of partnership obligations under the Treaty of Waitangi. • Shows sensitivity to cultural complexity in the workforce and patient population. • Ensures service provision that does not vary because of peoples' personal characteristics.
Is innovative	<ul style="list-style-type: none"> • Self-generates ideas • Identifies opportunities for innovation and improvement
Prevents harm	<ul style="list-style-type: none"> • Follows policies and guidelines designed to prevent harm. • Acts to ensure the safety of themselves and others.

VERIFICATION:

Employee: _____

Manager: _____

Date: _____

Review Date: _____

Note: *This position description forms part of an individual's employment agreement with WDHB and must be attached to that employment agreement.*

PERSON SPECIFICATION

POSITION TITLE: Programme Director, ADHB-WDHB PF&O Transition

	Minimum	Preferred
Education	<ul style="list-style-type: none"> • Post Graduate Management Qualification. 	<ul style="list-style-type: none"> • MBA
Experience & knowledge	<ul style="list-style-type: none"> • Demonstrated transformational/culture change management experience • Demonstrated project management experience • Management experience within the Health sector or significantly large organisation. • Financial management experience • Staff management 	<ul style="list-style-type: none"> • Executive Leadership and Management experience in Funding and Planning within the Health sector. • Demonstrated customer focus
Skills & attributes	<ul style="list-style-type: none"> • Attributes – integrity, openness, leadership, cooperation and team player • Highly developed interpersonal skills • Highly developed conceptual thinking with a strategic focus • Excellent negotiation and facilitation skills • Ability to promote and generate a positive and open organisational culture 	