

Position Description

Employment Agreement:	Individual Employment Agreement – Fixed Term
Position Title:	Travel Planning Coordinator
Service & Directorate:	New Dunedin Hospital Development & Transformation Support
FTE:	1.0 FTE (40 hours per week)
Location:	Dunedin
Reports to:	Project Manager
DHB Delegation Level:	N/A
Number of direct reports:	Nil
Date:	October 2021

Our Vision

Better Health, Better Lives, Whānau Ora

We work in partnership with people and communities to achieve their optimum health and wellbeing
We seek excellence through a culture of learning, enquiry, service and caring

Our Shared Values and Behaviours

Kind <i>Manaakitanga</i>	Open <i>Pono</i>	Positive <i>Whaiwhakaaro</i>	Community <i>Whanaungatanga</i>
Looking after our people: We respect and support each other. Our hospitality and kindness foster better care.	Being sincere: We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	Best action: We are thoughtful, bring a positive attitude and are always looking to do things better.	As family: We are genuine, nurture and maintain relationships to promote and build on all the strengths in our community.

Our statutory purpose

To improve, promote and protect the health of our population

- Promote the integration of health services across primary and secondary care services
- Seek the optimum arrangement for the most effective and efficient delivery of health services
- Promote effective care or support for those in need of personal health or disability support services
- Promote the inclusion and participation in society and the independence of people with disabilities
- Reduce health disparities by improving health outcomes for Māori and other population groups
- Foster community participation in health improvement and in planning for the provision of and changes to the provision of services
- Uphold the ethical and quality standards expected of us and to exhibit a sense of social and environmental responsibility

PURPOSE OF ROLE

While an employee of the Southern District Health Board, this position is a joint appointment recorded in a Memorandum of Understanding between: Dunedin City Council (DCC), the University of Otago (UoO) and the Southern District Health Board (the Parties). Additional parties may be added to this Memorandum of Understanding after discussion with the existing parties and the reporting manager.

The Parties have agreed three high-level objectives to help further their shared vision for Travel Planning in Dunedin, to which they will collectively work towards:

- a) Improve accessibility to our respective workplaces, and wherever possible, across the wider city;
- b) Enhance and support the wellbeing of our staff and key stakeholders (students, clients) who travel to and from our workplaces; and
- c) Minimise the environmental impact of all travel to our respective workplaces, such as reducing greenhouse gas emissions from workplace travel through greater use of active and public transport

Practically, and moving towards these three high-level objectives, each Party has developed/is developing a Workplace Travel Plan. The position is an integral part of helping to deliver each of the Parties to deliver their respective Workplace Travel Planning programmes, with a particular focus on helping to deliver initiatives of mutual benefit to each organisation. Role-specific requirements will include:

- Implementing Travel Plan initiatives for and on behalf of the Parties;
- Promoting sustainable travel to employees of each of the Parties;
- Liaising with Local Planning and Transport Authorities on issues of benefit to employees of the Parties;
- Liaising with interested stakeholders and third parties to help promote cross-organisational Travel Plan deliverables;
- Monitoring the delivery of Travel Plan Progress for and on behalf of each organisation, identifying areas of risk and opportunity for each;
- Reviewing and refining Travel Plans based on progress made to ensure that plans remain active, credible and benefits-led; and
- Preparation of an end of year report summarising progress made in the role and a look ahead to what future activity could be undertaken to further embed Travel Planning initiatives.

Competencies

The following competencies apply to this position. The employee will be assessed against these as part of their annual performance and development review.

Organisational Competencies

Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers; gets first hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Integrity and Trust	Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
Drive For Results	Can be counted on to exceed goals successfully; Is constantly and consistently one of the top performers; very bottom line oriented; steadfastly pushes self and others for results.

Role Specific Competencies

Process Management	Good at figuring out the processes necessary to get things done; knows how to organise people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.
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Organisational Agility	Knowledgeable about how organisations work; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices, and procedures; understands the cultures of organisations.
Informing	Provides the information people need to know to do their jobs and to feel good about being a member of the team, unit, and/or the organisation; provides individuals information so that they can make accurate decisions; is timely with information. Communications and engagement: Demonstrates ability to work with a variety of key stakeholders in a variety of different forms to deliver on priorities.
Problem Solving	Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
Decision Quality	Makes good decisions (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.

KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> New Dunedin Hospital Project Management Office 	<ul style="list-style-type: none"> MOU partners i.e. University of Otago and Dunedin City Council Where appropriate, Project Contractors – Architects, Health Planners, Quantity Surveyors, Business Case Writers and other contractors engaged in the project
<ul style="list-style-type: none"> Southern District Health Board wide leaders and staff 	<ul style="list-style-type: none"> Community members including patients, families and whanau, Clinical Health Council; Executive Leadership Team
<ul style="list-style-type: none"> Communications teams 	<ul style="list-style-type: none"> Unions and Professional bodies
	<ul style="list-style-type: none"> Educational Institutions Transport authorities e.g. Otago Regional Council. New Zealand Transport Agency Waka Kotahi
	<ul style="list-style-type: none"> Non-Governmental Organisations (NGOs) eg. Age Concern etc

NB: Each Party will also have key internal and external relationships the position will need to manage and coordinate. These will be agreed between the Parties on commencement of the role.

PERSON SPECIFICATION

The expertise required for a person to be fully competent in the role. Position specific competencies:

	ESSENTIAL	DESIRABLE
Education and Qualifications (or equivalent level of learning)	<ul style="list-style-type: none"> Tertiary qualification in a related, or applicable, field 	
Experience	<ul style="list-style-type: none"> At least 3-5 years administrative/project coordination experience. 	<ul style="list-style-type: none"> Experience working in large complex organisations

	<ul style="list-style-type: none"> • Proven experience implementing a project plan across a complex organisation. 	
Knowledge and Skills	<ul style="list-style-type: none"> • Excellent knowledge of administration policies, systems and procedures. • High degree of knowledge and use of Microsoft Office Suite including advanced knowledge of word-processing, spreadsheet, email, calendar, graphics, presentation packages. • Experience in regular reporting to a variety of formal and informal audiences. 	<ul style="list-style-type: none"> • High level analytical Skills. • Project coordination experience.
Personal Qualities	<ul style="list-style-type: none"> • Commitment and personal accountability. • Strong problem solving and resilience in achieving outputs. • Excellent organisation – no surprises approach to informing and managing workload. • High results orientation, including the ability to meet and set deadlines and milestones with a strategic overview. • Excellent interpersonal skills, including ability to build relationships and work effectively with people at all levels of the organisation. • Ability to effectively communicate verbally and in writing with a variety of people. • Acts with discretion, sensitivity and integrity at all times. • Is adaptable and flexible – open to change (positive or negative). • Ability to work both independently and within a team with minimal supervision. • Good levels of judgment with ability to evaluate situations and identify existing problems or opportunities. • Proactively seeks solutions to problems and risk mitigation. 	

KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
Achievement of Objectives in the Travel Plan	
<ul style="list-style-type: none"> • Prioritising initiatives into yearly plans, with deliverables and milestones • Preparation and review of the Annual Report • Presentation of travel planning initiatives to the wider business(es) • Developing a monitoring framework for the Travel Plan • Helping to attract and maintain membership of related interest/advocacy groups that would further the goals of the Travel Plan(s) • Managing the overall performance of the Travel Plan for and on behalf of each of the Parties • Promoting and marketing the Travel Plan 	<ul style="list-style-type: none"> • A range of professional relationships and networks created across Dunedin’s public sector employers • Helping to initiative tangible actions associated with travel planning that is of mutual benefit to each of the Parties’ employees • Delivery of Travel Surveys that are replicable to help determine behaviour and attitude changes over time and to help focus management attention on key actions • Delivery of an annual report that summarises delivery throughout the year that is appropriate for, and can be submitted to, each of the Parties’ decision-makers.

<ul style="list-style-type: none"> • Evaluation and assessment & selection of initiatives to ensure value for money and good return on investment • Developing, procuring and implementing transport initiatives • Responding to relevant queries • Managing risk and issues and escalating where appropriate • Management of additional resources/ employees supporting the Travel Plan 	
Liaison with staff and key stakeholders in relation to achieving the objectives	
<ul style="list-style-type: none"> • Develop strong working relationships with staff and stakeholders with an ability to understand and capture their key needs and ensure this is accurately recorded. • Gain staff and stakeholder input into refining the Travel Plan objectives. • Develop strong consultation and engagement programmes with internal and external stakeholders. • Ensure accurate and timely reporting of information as required. 	<ul style="list-style-type: none"> • Develop and maintain professional relationships networking with internal and external contractors to maintain the smooth and efficient delivery of the initiatives within the Travel Plan.
Development and maintenance of tracking and reporting	
<ul style="list-style-type: none"> • Contribute to the development, reporting and maintenance of a simple Travel Plan project plan and other relevant documentation to ensure achievement of the objectives. • Identify and communicate implementation issues/risks to the Project Manager. • Assists project owners and sponsors in the timely achievement of milestones. 	<ul style="list-style-type: none"> • Effective reporting systems using the appropriate framework are developed and maintained. • Risks are identified and managed effectively. • The achievement of objectives is accurately reported. • Key milestones are achieved. • All files and records are accurate and up-to-date.
Works with each of the Parties to support travel-related projects that assist in achieving organisational objectives	
<ul style="list-style-type: none"> • Identifies opportunities for improvement in systems and processes and follows through on recommendations as appropriate. • Fosters a culture that looks to innovative ways to achieve performance improvements. • Encourages a results-oriented and output focused work ethic. • Ensure that work is neither overlooked nor duplicated by related projects. • Acknowledging we are a small team, taking an interest in others' work providing perspective and input where appropriate and relevant. • Ensuring individual work supports and enables other team members' work. 	<ul style="list-style-type: none"> • Systems improvement is achieved. • Improved patient and staff outcomes are delivered. • Innovative culture is encouraged.
Other Duties	
<ul style="list-style-type: none"> • Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience. 	<ul style="list-style-type: none"> • You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness. • You produce work that complies with SDHB processes and reflects best practice. • Research undertaken is robust and well considered.

Professional Development – self	
Identifying areas for personal and professional development and undertake agreed training/professional development activities	<ul style="list-style-type: none"> • Training and development goals are identified/agreed with your manager. • Performance objectives reviewed annually with your manager. • You actively seek feedback and accept constructive criticism.
Living Southern DHB Values	
Proactively demonstrating Southern DHB values in all aspects of the role.	<ul style="list-style-type: none"> • Demonstrates behaviours that we want to see from each other, at our best. • Contributes positively to a culture of appreciation, a learning culture, where people feel safe to speak up. • Contributes positively to team and other initiatives that seek to improve patient and whanau experiences and/or staffs experience of working.
Health, Safety and Wellbeing	
Taking all practicable steps to ensure personal safety and the safety of others while at work, in accordance with the Southern DHB's Health, Safety and Wellbeing policies, procedures and systems.	<ul style="list-style-type: none"> • You understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures. • You understand and consistently meet your obligations under University of Otago's and Dunedin City Council's Health and Safety policy/procedures. • You actively encourage and challenge your peers to work in a safe manner. • Effort is made to strive for best practice in Health and Safety at all times.
Treaty of Waitangi	
Giving effect to the principles of the Treaty of Waitangi – Partnership, Participation and Protection through your interaction with others on a day to day basis.	<ul style="list-style-type: none"> • <i>Partnership</i> – You interact in good faith and in the nature of a partnership. There is a sense of shared enterprise and mutual benefit where each partner takes account of the needs and interests of the other. • <i>Participation</i> – You work in partnership with our treaty partners to enable our organisation to prosper. You are mindful of the varying socio-economic conditions that face our people and work hard to remove barriers of access to health and education. • <i>Protection</i> – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.

Note: the above example measures are provided as a guide only. The precise performance measures for this position will require further discussion between the job holder and manager.

CHANGES TO POSITION DESCRIPTION

From time to time it may be necessary to consider changes to the position description in response to the changing nature of our work environment – including technological requirements or statutory changes. This Position Description may be reviewed as part of the preparation for your annual performance and development review.

Acknowledged / Accepted:

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Employee

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Date

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Manager

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Date