

Position Description

Employment Agreement:	DHBs PSA Allied Public Health & Technical Multi-Employer Collective Agreement
Position Title:	Violence Intervention Programme Team Leader
Service & Directorate:	Primary Care and Population Health
Location:	Dunedin/Invercargill
Reports to:	Service Manager, Public Health
Number of direct reports:	5.8 FTE
Date:	January 2022

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 use and to exhibit a sense of social and environmental responsibility.

PURPOSE OF ROLE
<p>To lead the Violence Intervention Programme team to reduce the health impact of family violence within the Southern District Health Board through the implementation and maintenance of the Ministry of Health (MOH) Violence Intervention Programme (VIP):</p> <ul style="list-style-type: none"> • Provide management and leadership for the programmes delivered by the VIP team, ensuring planning, evaluation, quality improvement, and reporting meets service, organisation and Ministry of Health contractual requirements. • Provide management and leadership to ensure programmes address equity for Māori and meet Te Tiriti o Waitangi obligations. • Ensure the team develops and supports collaborative approaches to address the social, economic and environmental determinants of health. • Ensure Human Resource and financial functions are appropriately delivered in a timely and effective way. • Ensure the team develops and supports health in all policies approaches as part of all work programmes.

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 firsthand 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	
Interpersonal Savvy	<ul style="list-style-type: none"> • Relates well to all kinds of people—up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even high-tension situations comfortably.
Process Management	<ul style="list-style-type: none"> • Good at figuring out the process necessary to get things done; knows how to organise people and activities; understands how to separate and combine tasks into efficient workflow; 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.
Planning	<ul style="list-style-type: none"> • Accurately scopes out length and difficulty of task and projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals, evaluates results.
Problem Solving	<ul style="list-style-type: none"> • Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.

Decision Quality	<ul style="list-style-type: none"> 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 turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
Building Effective Team	<ul style="list-style-type: none"> Blends people into teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.

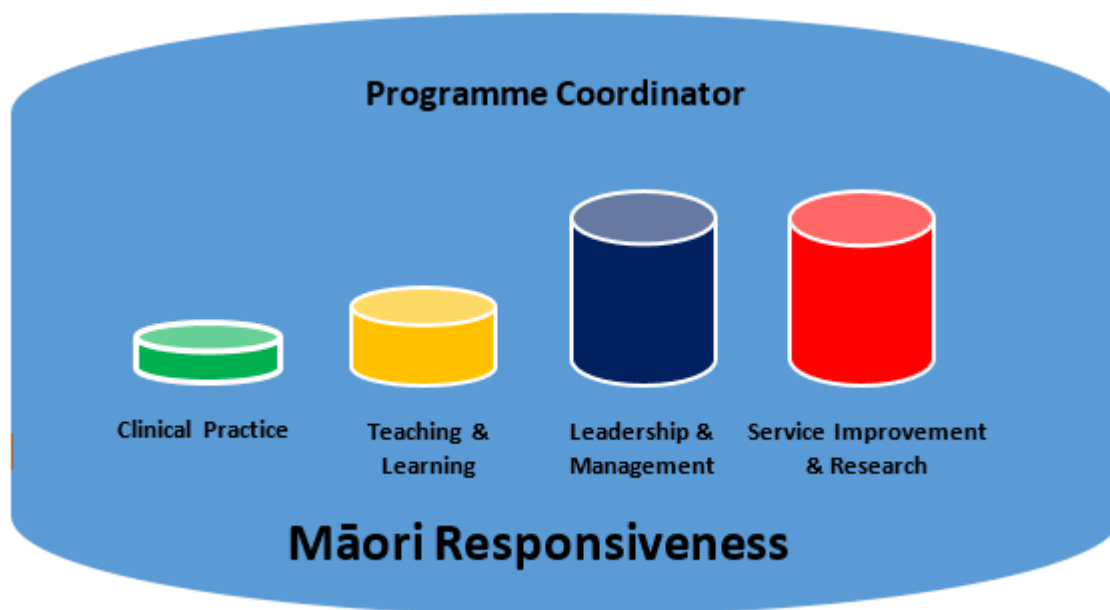
KEY RELATIONSHIPS	
Within Southern DHB	External to Southern DHB
<ul style="list-style-type: none"> VIP Coordinators 	<ul style="list-style-type: none"> Local agencies and/or Government ministries who provide services to reduce family violence (Oranga Tamariki, Police, Shakti, Ministry of Social Development, Women's Refugee)
<ul style="list-style-type: none"> Designated services staff within the VIP contract 	<ul style="list-style-type: none"> National VIP Manager for DHBs, and Special Projects Manager, Health Networks Ltd
<ul style="list-style-type: none"> VIP Steering Group and/or Advisory Group 	<ul style="list-style-type: none"> National VIP evaluation team, Auckland University of Technology
<ul style="list-style-type: none"> Human Resources 	<ul style="list-style-type: none"> National VIP trainer, Shine
<ul style="list-style-type: none"> Staff support services 	<ul style="list-style-type: none"> National Network of VIP Coordinators
<ul style="list-style-type: none"> DHB staff 	<ul style="list-style-type: none"> Midwives
<ul style="list-style-type: none"> VIP sponsor 	

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 nursing, social work, or relevant equivalent. 	<ul style="list-style-type: none"> Relevant post graduate qualification or working towards this.
Experience	<ul style="list-style-type: none"> Proven experience leading and/or managing teams. Experience working in a family violence related area. Experience in coaching, mentoring and facilitating individuals and groups. Financial planning and budget management experience. Experienced in preparing high quality written communications and reports. Experience developing/delivering adult education programmes. 	<ul style="list-style-type: none"> Experience in portfolio management (managing more than one project at a time). Skilled at recruiting and developing staff.
Knowledge and Skills	<ul style="list-style-type: none"> Leadership skills. Ability to work as a Team Leader, within a team, and in an independent, self-motivating way. 	<ul style="list-style-type: none"> Sound understanding of dynamics of child and partner abuse. Knowledge and understanding of the Treaty of Waitangi, whanau

	<ul style="list-style-type: none"> • Communication and advocacy skills. • Ability to conduct oneself professionally, honestly and with a cooperative team approach. • Analytical skills and problems solving ability. • Ability to prioritise and coordinate work schedules. • Skills in programme development and evaluation. • Networking skills with internal and external stakeholders. • Experienced in using intelligence to support planning and strategic direction. • Excellent computing skills including ability to use Microsoft products (word, excel, powerpoint, Teams) and systems such as sharepoint. • Ability to delegate. • Ability to apply risk assessment approaches and mitigation. • Commitment to develop Te Reo competencies. 	<p>ora and implications in clinical practice.</p> <ul style="list-style-type: none"> • Experience working with Māori and Pacific peoples. • Ability to prepare and report on budgets • Demonstrated ability to apply the Treaty of Waitangi within the Service. • Experience using consultation and facilitation skills. • Experience implementing equity and Māori Health Frameworks in planning and programmes/ projects.
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Current full drivers' licence. • Able to excite, inspire and influence others to action. • Ability to foster and maintain excellent relationships at all levels. • Flexible, highly motivated, innovative and able to work independently as well as lead a team. • Willingness to develop and nurture the skills of others. • Ability to change others' awareness of issues by helping them to look at old problems in new ways. • Expert communicator, both verbal and written. • Highly organised and structured. • Demonstrate behaviour that is consistent with the organisational values. • Maintain and extend knowledge and skill base relating to relevant issues, trends and practice. 	



KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
Clinical Practice / Te Mahi Haumanu	
Deliver services according to contracts and specifications	
<ul style="list-style-type: none"> Ensure the Violence Intervention Programme (VIP) is implemented in accordance with the National and Ministry specifications. Coordinate programme implementation within services working with systems leaders. 	<ul style="list-style-type: none"> Implementation of the Ministry of Health (MoH) Family Violence Intervention Guidelines; Child Abuse and Intimate Partner Violence and Family Violence Intervention Guidelines for Elder Abuse and Neglect within the DHB.
Leadership and Management / Te Ārahi me te Whakahaere	
The VIP Team Leader will lead and support the management of the Violence Intervention Programme (VIP) including the implementation of the Ministry of Health (MoH) Family Violence Assessment and Intervention Guideline: Child Abuse, Intimate Partner Violence (IPV) and Elder Abuse within the DHB.	
<ul style="list-style-type: none"> Actively provide leadership and management of the VIP programme within the Southern DHB. Lead by example as a positive, motivating and inspiring role model for all staff. Create an environment that encourages a high level of staff engagement and performance. Maintain effective management of a district wide Steering Group in accordance with the Terms of Reference. Ensure DHB VIP policy is reviewed and kept up to date. Collaborate with the DHB Human Resource Team to develop a policy regarding services for DHB staff who are experiencing family violence. Develop the VIP programme to improve integrated care pathways between primary and secondary care. 	<ul style="list-style-type: none"> Strategic plan developed, implemented and reviewed. Agreed recovery plan implemented if the plan is undelivered. Actively encourage a culture of continuous learning and reflective practice, and use evidence-based practice to inform all planning.

<ul style="list-style-type: none"> • Ensure appropriate credentialing of staff occurs. • Ensure effective Human Resource activities including recruitment, orientation, rostering and leave management occurs in accordance with SDHB policies. • Ensure that all staff within the team have annual appraisals and professional development plans completed. • Coach and mentor staff to improve individual and team performance. • Ensure in-service training and education is carried out to develop workforce competencies. • Provide cover for other Team Leaders or Service Manager as required. • Ensure team workloads are fair and equitable. • Monitor team performance against key performance indicators and outcome measures. • Assist in the preparation of business cases as required. • Ensure regular contact with key community child protection and family violence intervention agencies. • Ensure clear referral pathways established for health referrals to community agencies. • Support the implementation of national family violence and child protection related programmes within the DHB, for example Shaken Baby, Maternity Care, Wellbeing and Child Protection Multi Agency Group, National Child Protection Alert System. 	<ul style="list-style-type: none"> • Ensure the Executive Leadership team is trained in VIP every two years. • Staff have access to VIP related peer-support/ supervision. • Implement the Child Protection Alert System (CPAS) in accordance with the national standards. • Effective referral pathways are established between health and community family violence agencies. • VIP are developed and implemented in primary care. • Effective interagency meetings between the VIP Team Leader and senior leaders in Police and Oranga Tamariki. • Engaged in workforce development and ensure this also occurs for the VIP team. • Achieve key performance indicators and outcomes. • Complete annual team appraisals. • Ensure staff have a clear understanding of expectations, roles and responsibilities. • Ensure professional development programmes are in place for staff. • Ensure staff satisfaction and retention.
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Participate in the development of plans for district wide service delivery

<ul style="list-style-type: none"> • Lead work programme planning for the Violence Intervention Programme team. • Work with the team to establish appropriate outcome measures and evaluation for programme plans. • Use data to identify and prioritise opportunities for improvement or future project development. • Report on progress towards delivering work programmes, outcome measures and evaluation. • Ensure quality improvement activities for both child and partner abuse intervention will inform programme development, implementation and review. • Ensure monitoring and evaluation will be completed utilising the national VIP toolkit. • 	<ul style="list-style-type: none"> • VIP Strategic Plan developed and implemented that integrates child and partner abuse intervention. • Quality improvement is implemented using the national VIP tool kit. • Monitoring data available for audit. • Effective coordination of projects. • Evidence of service delivery aligned to planning. • Develop and implement a district wide VIP strategic plan that integrates child, intimate partner violence and elder abuse and neglect intervention. • Develop and implement standardised documentation forms for child, elder and partner abuse intervention. • Develop and review an annual district wide VIP training plan that includes regular training delivered by a multidisciplinary and multiagency team. • Ensure enough data is collected for team programmes and projects to understand the project progress, outcomes, risks and cost/benefit, as required.
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Teaching & Learning/Ako Atu, Ako Mai

<ul style="list-style-type: none"> • Provide peer support for clinical staff and/or supervision following identification of abuse. 	<ul style="list-style-type: none"> • Utilise existing database to evidence consultation and support given to staff. • Training delivered in accordance with national requirements.
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<ul style="list-style-type: none"> • Support staff implementing VIP e.g. Clinical Champions. • Develop and maintain a district VIP training plan for designated services. • Competent to deliver training. 	<ul style="list-style-type: none"> • Training is available cyclically.
Service Improvement and Research/Te Whakapai Ratonga me te Rangahau	
<ul style="list-style-type: none"> • Coordinator will actively engage in activities to keep informed of new initiatives in VIP. • Programme reports will profile activities, outcomes and events with an action plan as indicated. 	<ul style="list-style-type: none"> • Participates in national VIP coordinator meetings and other workforce development opportunities. • Utilises existing resources including the Ministry of Health and HIIRC websites. • Written reports provided to line manager as required.
Policies	
<ul style="list-style-type: none"> • Ensure district wide policy and documentation associated with VIP is maintained and disseminated to staff. • Ensure DHB policy is current and aligned with national standards, guidelines and legislation. 	
Communication, Liaison and Coordination	
<ul style="list-style-type: none"> • Ensure effective and timely communication within the team and the service. • Produce high quality written communications, including reports, submissions, technical papers, letters, press releases, replies to complainants, and public information. • Ensure good verbal and interpersonal skills to effectively communicate messages in a professional manner to a variety of audiences. • Effective facilitation and liaison skills to maximise opportunities to improve health outcomes. • Develop and maintain relationships with Māori stakeholders in Southern. • Build and maintain strong effective relationships within the team, service, SDHB and external agencies and stakeholders including regional and district councils. • Able to identify and proactively manage tension between people. • Establish and review (as indicated) Memoranda of Understanding (MoU) for interagency collaboration. 	<ul style="list-style-type: none"> • All written communications are clear, concise and to the standard required. • Relationships are established and maintained with all stakeholders (external and internal). • Reporting processes will include internal reporting via monthly report to Service Manager, and biannual reporting to the Ministry of Health in accordance with the VIP service specifications. • Regular reporting to VIP steering group, SDHB Executive Leadership and Board profiling activities, achievements and performance. • Establish and maintain regular contact with key core family violence community agency managers. • Collate reports from the VIP team regarding meetings with key workers in external and internal agencies. • Establish and review Memoranda of Understanding for interagency collaboration. • Establish clear referral pathways for health referrals to community agencies. • Provide feedback on the quality and quantity of interagency communication quarterly as per the Terms of Reference.
Health Equity	
<ul style="list-style-type: none"> • Actively support the team to implement relevant health equity policies, procedures and approaches. • Ensure health equity assessment is embedded into team practice. • Ensure Māori perspective is incorporated in the design and delivery of programmes. 	<ul style="list-style-type: none"> • Draw on relevant equity literature and reports to guide thinking and critical analysis. • Demonstrate the inclusion of equity in relevant work areas. • Use of the HEAT tool as appropriate. • Amendment to activities as a result of including Māori perspectives.

Engaging Effectively with Māori	
<ul style="list-style-type: none"> • Demonstrate knowledge and understanding of local tikanga and Māori culture sufficiently to be able to respond appropriately to Māori. • Actively engage in relationships with the Māori community. 	<ul style="list-style-type: none"> • Improved health outcomes for Māori. • Evidence of collaborative relationships with Māori whānau and community/ organisations.
Financial Management	
<ul style="list-style-type: none"> • Ensure adherence to the DHB delegation policy. • Report to the Service Manager on a monthly basis, financial performance including variations and corrective actions. • Participate in annual budgeting process with Service Manager and Business Analyst. 	<ul style="list-style-type: none"> • Work within the financial delegations for Tier 5 management. • Manage financial and contract performance within parameters of funding agreements and budgets. • Report significant variances to the Service Manager.
Contribute to the Development of an Organisation Wide Culture of Improvement	
<ul style="list-style-type: none"> • Ensure staff participate in DHB quality improvement programmes. • Identify and lead quality projects to improve team efficiency and effectiveness. • Share expert knowledge and ideas with others. 	<ul style="list-style-type: none"> • Annual quality improvement plan is developed and implemented. • Ensure that the VIP team are familiar with improvement methodologies and how to apply them. • Ensure that Team quality improvement activities occur.
Living Southern DHB values	
<ul style="list-style-type: none"> • Proactively demonstrate Southern DHB values in all aspects of the role. 	<ul style="list-style-type: none"> • Demonstrate behaviours that we want to see from each other, at our best. • Contribute positively to a culture of appreciation, a learning culture, where people feel safe to speak up. • Contribute positively to team and other initiatives that seek to improve patient and whanau experiences and/or staff's experience of working.
Evaluation and Monitoring	
<ul style="list-style-type: none"> • Develop a quality improvement plan to support the programme. • Implement the Child Protection Alert system in accordance with the national standards. • Coordinate participation in national evaluation assessing DHB responsiveness to family violence via self-audits using designated tools. • Complete quality activities for the VIP programme as required e.g. pre and post training evaluation, Delphi self-audit, PDSA, audit, Child protection alert reviews. 	<ul style="list-style-type: none"> • Report evaluation activities via programme reporting processes including written reports to management, steering group and Ministry of Health. • Ensure self-audits are conducted utilising the tools provided and reported in the required time frame. • Ensure snapshot audits are conducted utilising the tools provided within the required process timeframe. • Inform future programme planning and development from audit results. • Provide Plan-do-study-act cycles to the national evaluator in the required format and within the specified timeframe. • Ensure that pre-post questionnaires are used to assess effectiveness of training, and that training evaluation reports indicate training is effective in providing staff with the knowledge and skills to implement VIP into practice.

Professional Standards	
Promote and actively support family violence related legislation and meet professional standards	
<ul style="list-style-type: none"> Maintaining contractual, ethical, organisational and professional standards by knowing and understanding applicable standards and undertaking steps to remedy shortfalls in practice and knowledge. 	<ul style="list-style-type: none"> Ensure that professional standards are met, and the risk of harm to consumers, staff and others is minimised. Ensure that the Ministry of Health team, Coordinators from other DHBs, and other Government agencies have confidence in the employee's standard of care.
Other Duties	
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.
Professional Development – self	
Identifying areas for personal and professional development.	<ul style="list-style-type: none"> Identify and agree training and development goals with your manager. Annually review performance with your manager. Actively seek feedback and accept constructive criticism.
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"> Understand and consistently meet your obligations under Southern DHB's Health and Safety policy/procedures. 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	
The principles of Te Tiriti, as articulated by the courts and the Waitangi Tribunal, underpin the Ministry's commitment to Te Tiriti. Tino rangatiratanga, Equity, Active protection, Options and Partnership will guide your interaction with others on a day-to-day basis.	<ul style="list-style-type: none"> Tino rangatiratanga - Providing for Māori self-determination and mana motuhake in the design, delivery and monitoring of health and disability services. Equity - Being committed to achieving equitable health outcomes for Māori. Active protection - Acting to the fullest extent practicable to achieve equitable health outcomes for Māori. This includes ensuring that the Crown, its agents and its Treaty partner under Te Tiriti are well informed on the extent, and nature, of both Māori health outcomes and efforts to achieve Māori health equity. Options - Providing for and properly resourcing kaupapa Māori health and disability services. Furthermore, the Crown is obliged to ensure that all health and disability services are provided in a culturally appropriate way that recognises and Supports the expression of hauora Māori models of care. Partnership - Working in partnership with Māori in the governance, design, delivery and monitoring of health and disability services – Māori must be co-designers, with the Crown, of the primary health system for 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