

## Position Description | Te whakaturanga ō mahi

### Te Whatu Ora | Health New Zealand

<b>Title</b>	Kaiwhakatairanga Hauora   Health Promotion Advisor		
<b>Reports to</b>	Team Leader		
<b>Location</b>	Southern District		
<b>Department</b>	National Public Health Service, Te Whatu Ora		
<b>Direct Reports</b>	Nil	<b>Total FTE</b>	1.0
<b>Date</b>	07 November 2022		
<b>Job band (indicative)</b>	Graduate to Experienced, Steps 1 to 7		

The Health System in Aotearoa is in a period of transformation as we implement the Pae Ora | Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

Te Whatu Ora | Health New Zealand leads the day-to-day running of the health system across New Zealand, with functions delivered at local, district, regional and national levels. Te Whatu Ora delivers a range of services including the new National Public Health Service.

The National Public Health Service brings together functions from Te Hiringa Hauora, the Ministry of Health, and public health units into a unified operational service. It works towards Pae Ora (healthy futures) for all by engaging with the wider determinants that impact on people's health and focusing on oranga | wellbeing, prevention, protection and population-level intervention.

#### Te Mauri o Rongo – The New Zealand Health Charter (to be confirmed)

Te Mauri o Rongo is currently being finalised. What follows is an overview of anticipated content. In order to guide the culture, values, and behaviour expected of the health sector, Te Mauri o Rongo provides common values, principles and behaviours through four Pou, to guide health entities and their workers, enabling a cultural transformation of the health sector. Te Mauri o Rongo fundamentally upholds a key system shift of the New Zealand health reforms to reinforce and embrace Te Tiriti and our obligations to it.

The pou are a platform and a foundation to empower a culture transformation, every person is guided to align themselves to the pou and enact the values and behaviours that the pou represent. Employers and employees are expected to uphold Te Mauri o Rongo in their work and environments as part of our commitment to achieving Pae Ora (healthy futures) for all.

It is fundamental that the four Pou of Te Mauri o Rongo are upheld by the health entities and their workforce.

<b>Wairuatanga</b>	The ability to work with heart	<i>"When we come to work, we are able and supported by others to be our whole selves. When we return home we are fulfilled".</i>
<b>Rangatiratanga</b>	Ensuring that the health system has leaders at all levels who are here to serve	<i>"As organisations we support our people to lead. We will know our people; we will grow those around us and be accountable with them in contributing to Pae Ora for all"</i>
<b>Whanaungatanga</b>	We are a team, and together a team of teams	<i>"Regardless of our role, we work together for a common purpose. We look out for each other and keep each other safe. Together we are whānunga, we are the workforce - kaimahi hauora"</i>
<b>Te Korowai Manaaki</b>	Seeks to embrace and protect the workforce	<i>"The wearer of the cloak has responsibility to act/embody those values and behaviours"</i>

### About the role

The primary purpose of the role is to implement culturally appropriate health promotion actions, in accordance with national plan requirements addressing equity for Māori and meeting Te Tiriti o Waitangi obligations.

- Health Promotion Advisors work to improve, promote and protect the health of our population, in the communities we service, with a focus on equity and Hauora Māori.
- Priorities and service delivery will be based on the needs of the community, alongside National Public Health Service – Southern and Te Whatu Ora priority areas. The position requires building and maintaining effective and trusted relationships with key stakeholders and community groups to plan, implement, manage and evaluate health promotion activities. Health Promotion activities will be underpinned by Te Tiriti o Waitangi and health promotion frameworks including the Ottawa Charter and Te Pae Mahutonga.
- This role will work collaboratively with all key stakeholders in a way that is consistent with Te Whatu Ora's vision and values. This way of working will ultimately benefit all our communities and contribute to improving population health outcomes.

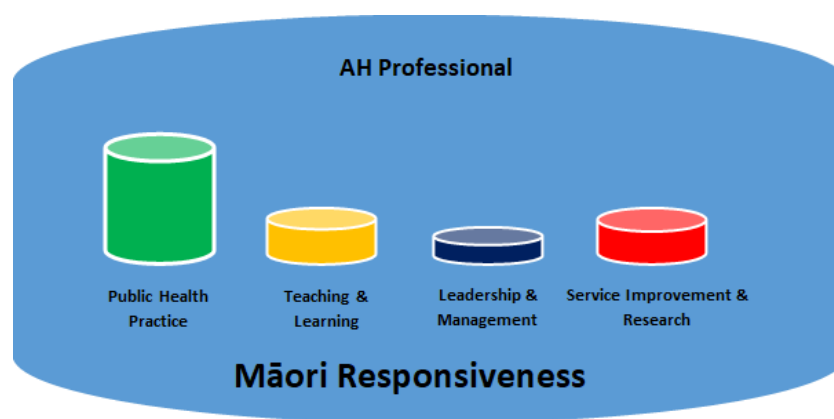
Key Result Area	Expected Outcomes / Performance Indicators
Public Health Practice	<p>As part of the team, participates in the planning, implementation and evaluation of health promotion practice:</p> <ul style="list-style-type: none"> <li>• Understands priority communities' needs using qualitative and quantitative means</li> <li>• Identifies opportunities to address these needs through health promotion approaches (e.g. health in all policies, alcohol/smokefree regulation, programme delivery and/or community development)</li> <li>• Projects and activities are well planned, implemented and evaluated and support equitable outcomes.</li> <li>• Projects and activities reflect a collaborative and community development approach that support Māori and contribute to equity of outcomes.</li> </ul>
Collaboration and Relationship Management	<ul style="list-style-type: none"> <li>• Builds and maintains trusted relationships with mana whenua and tangata whenua, communities, other agencies, including through networks and existing/emerging collaborative initiatives</li> </ul>

	<ul style="list-style-type: none"> <li>• Builds and maintains trusted relationships with communities, relevant external agencies and key partners (e.g. education settings or businesses)</li> <li>• Works with peers in Te Aka Whai Ora   Māori Health Authority and Pacific Health Business Unit to ensure the voice of and direct aspirations of Māori and Pacific People are reflected in planning and delivery of services</li> </ul>
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>• Supports tangata whenua- and mana whenua-led change to deliver mana motuhake and Māori self-determination in the design, delivery and evaluation of health promotion initiatives</li> <li>• For other health promotion initiatives, work in partnership with Māori to implement health promotion initiatives in a culturally appropriate manner based on Te Tiriti o Waitangi</li> <li>• Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori</li> <li>• Understands and embeds Mātauranga Māori into practice and has established linkages with Rūnaka and Māori communities</li> </ul>
Equity	<ul style="list-style-type: none"> <li>• Commits to helping achieve equitable health outcomes</li> <li>• Demonstrates understanding of colonisation and power relationships</li> <li>• Demonstrates critical consciousness and on-going self-reflection and self-awareness in terms of the impact of their own culture on interactions and service delivery</li> <li>• Willingness to personally take a stand for equity</li> <li>• Supports Māori-led and Pacific-led responses</li> <li>• Embeds health equity assessment into practice</li> </ul>
Innovation and Improvement	<ul style="list-style-type: none"> <li>• Is open to new ideas and creates a culture where individuals at all levels bring their ideas on how to 'do it better' to the table</li> <li>• Models an agile approach – tries new approaches, learns quickly, adapts fast</li> <li>• Develops and maintains appropriate external networks to support current knowledge of leading practices</li> <li>• Actively engages in quality/service improvement initiatives</li> <li>• Critiques, discusses and disseminates evidence-based, best practice</li> </ul>
Health and safety	<ul style="list-style-type: none"> <li>• Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives</li> <li>• Takes all reasonably practicable steps to eliminate and mitigate risks and hazards in the workplace that could cause harm, placing employee, contractor and others' health, safety, and wellbeing centrally, alongside high-quality client outcomes</li> <li>• Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture</li> </ul>
Compliance and Risk	<ul style="list-style-type: none"> <li>• Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place</li> <li>• Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit</li> <li>• Understands, and operates within, the financial and operational delegations of their role, ensuring peers and team members are also similarly aware</li> </ul>

Other tasks and emergency response	<ul style="list-style-type: none"> <li>• Completes required tasks, including surge capacity tasks as part of emergency responses</li> <li>• Undertakes other tasks as directed by National Public Health Service, Te Whatu Ora – Southern Manager and Team Leader(s). This may include but is not limited to extra public health duties during a public health emergency.</li> </ul>
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### As a 'Health Promotion Advisor/Officer', you are an Allied and Public Health Professional.

You have opportunities for progression within Te Waipounamu's Allied and Public Health Career Framework | Te Anga Mahi Hauora Haumime Hauora-a-iwi. Your Te Whatu Ora Southern professional standards are described below (figure with accompanying text).



Key Result Area	Expected Outcomes / Performance Indicators
<b>PUBLIC HEALTH PRACTICE   TE MAHI HAUMANU</b>	
<b>Public health practice</b> <ul style="list-style-type: none"> <li>• Refer page 2</li> </ul>	<ul style="list-style-type: none"> <li>• Refer page 2</li> <li>• You demonstrate respect, empathy, understanding and interest in clients and stakeholders.</li> <li>• You provide practical support for other team members to facilitate client goals.</li> <li>• You adhere to professional and legislative standards of practice.</li> <li>• You work according to the scope of your Annual Practising Certificate (if relevant).</li> <li>• Your interventions are realistic and based on best practice.</li> <li>• You use standardised documentation systems and procedures as set down by departmental or professional protocols.</li> <li>• Your documentation is timely, clear, concise and accurate.</li> </ul>
<b>Legislative Requirements</b> <ul style="list-style-type: none"> <li>• Practise in accordance with relevant legislation, codes, policies etc. and upholds consumer rights</li> <li>• Uphold professional code of ethics</li> </ul>	
<b>Documentation</b> <ul style="list-style-type: none"> <li>• Maintain confidentiality of information and documentation</li> <li>• Adhere to Te Whatu Ora Southern Documentation Standards (District)</li> </ul> <p>NB: records will be monitored/supported by appropriate Medical Officer of Health (where required for delegation)</p>	

### LEADERSHIP AND MANAGEMENT | TE ĀRAHI ME TE WHAKAHAERE

#### Teamwork

- Participate in and contribute to the functioning of the interprofessional team
- Attend and contribute to relevant department, and team meetings, leading and facilitating such meetings as requested
- Establish and maintain an effective working relationship with other staff and communities

#### Time management

- Manage own time adopting a disciplined approach to establishing and following identified role-related priorities

#### Skill Sharing

- Share skills (as appropriate) with other health professionals and unregulated (assistant) workforces to enhance outcomes

- You have formal and informal systems in place for supporting colleagues.
- You maintain supervision records (if relevant).
- You participate as an active team member to ensure best outcomes for community.
- Your tasks are scheduled and completed in a timely manner.

### TEACHING & LEARNING | AKO ATU, AKO MAI

#### Of Self

- Develop both personally and professionally to meet the changing needs of your career and profession
- Reflect on and evaluate the effectiveness of own practice
- Develop and maintain professional competency
- Appraisal, peer review, observed practice or other professional audits as applicable

#### Of Others

Contribute to the support and education of colleagues and students to enhance development of the profession

- Consistently refer to and relate practice to literature and research
- Critique, discuss and disseminate evidence-based best practice
- Provide interdisciplinary education, or discipline specific teaching across teams
- Maintain an awareness of current developments in the areas being worked in and make recommendations to changes in practice
- Be involved in the induction and training of newly appointed staff as required
- Provide mentoring and professional support and/or professional supervision where required

- You implement evidence-based best practice procedures and guidelines.
- You update your knowledge related to best practice guidelines and area of practice.
- You maintain an up-to-date professional development plan.
- You maintain a professional portfolio or participate in an approved professional development programme (as per professional requirements).
- You hold current registration (where applicable or as required).
- You have formal and informal systems in place for supporting colleagues.

### Communication

- Use a variety of communication strategies when required
- Establish rapport and trust with clients, stakeholders and communities

- Relevant information is relayed to the appropriate person. It is clear, concise and to the required standard.

### SERVICE IMPROVEMENT AND RESEARCH | TE WHAKAPAI RATONGA ME TE RANGAHAU

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| <ul style="list-style-type: none"> <li>• Broaden research and professional development skills through participation in local audit and research projects as identified by team leaders, professional leaders or other health professionals</li> <li>• Participate in quality improvement activities to develop and improve service delivery, public health practice or professional standards</li> <li>• Develop and /or participate in district, regional, and/or national professional networks as appropriate to area of work</li> <li>• Contribute to annual planning process, including identifying gaps in service and participating in work / projects that may result from the planning process</li> <li>• Practise in a way that utilises resources in the most cost-effective manner, including inter-disciplinary and transdisciplinary practice</li> </ul> | <ul style="list-style-type: none"> <li>• You actively participate in department quality and service developments.</li> <li>• You establish functional partnerships with external organisations to promote integrated working.</li> <li>• You participate in workforce redesign programmes.</li> </ul> |
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#### Other duties

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|---|---|
| <ul style="list-style-type: none"> <li>• Undertake duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience</li> </ul> | <ul style="list-style-type: none"> <li>• You respond positively to requests for assistance in own and other areas, demonstrating adaptability and willingness.</li> <li>• You produce work that complies with organisational processes and reflects best practice.</li> <li>• Research undertaken is robust and well considered.</li> <li>• You live and support Te Mauri o Rongo values in everything you do.</li> </ul> |
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#### Relationships

##### External

- Relevant national, regional and community agencies, groups and organisations
- Relevant organisations (e.g. Ministry of Social Development, Ministry of Education, New Zealand Police, Local Territorial Authorities)
- Iwi, Rūnaka and Māori providers
- Pacific providers
- Relevant networks

##### Internal

- National Public Health Service, Te Whatu Ora
- Service Manager
- Pou Whakatere
- Medical Officers of Health
- Team Leaders
- Professional Leader – Health Promotion
- Other relevant Te Whatu Ora staff

### About you – to succeed in this role

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#### You will have

##### Essential:

- A high level of cultural safety, interpersonal and communication skills
- Experience in implementing Te Tiriti o Waitangi in action
- A relevant tertiary qualification (e.g. public health, health promotion, education, Māori or Pacific studies) [or commitment to obtain a health promotion degree for this Professional role]
- Experience in health promotion (e.g. health in all policies, alcohol/smokefree regulation, programme delivery or community development)
- Excellent written and verbal communication skills
- Competent computer skills
- Current full drivers' licence

##### Desired:

- Previous experience in public health, local government (council/regional council), education or other professional role
- Experience in project and programme planning and evaluation
- Understanding and ability to embed Mātauranga Māori into practice and have established linkages with Māori communities

#### You will be able to

##### Essential:

- Demonstrate an understanding of the significance of and obligations under Te Tiriti o Waitangi, including how to apply Te Tiriti principles in a meaningful way in your role
- Take care of own physical and mental wellbeing, and have the stamina needed to go the distance
- Able to maximise the quality and contributions of individuals and teams to achieve Te Whatu Ora's vision, purpose and goals
- Establish and maintain positive working relationships with people at all levels within the public and private sectors, related industry and community interest groups and the wider national and international communities
- Demonstrate a strong drive to deliver and take personal responsibility
- Demonstrate self-awareness of your impact on people and invests in your own leadership practice to continuously grow and improve
- Demonstrate the highest standards of personal, professional and institutional behaviour through commitment, loyalty and integrity

*This position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder.*

Acknowledged / Accepted

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Employee

Date

Manager

Date