

Position Description | Te whakaturanga ō mahi

Te Whatu Ora | Health New Zealand

Title	Āpiha Hauora Pāpori / Health Protection Officer		
Reports to	Team Leader Regulatory and Protection		
Location	Invercargill		
Department	National Public Health Service – Te Whatu Ora Southern		
Direct Reports	Nil	Total FTE	1.0
Date	1 June 2023		
Job band (indicative)	Graduate (as Trainee) to Experienced, Steps 1 - 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 Hīringa 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

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.

Wairuatanga	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>
Rangatiratanga	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>
Whanaungatanga	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 whānaunga, we are the workforce - kaimahi hauora"</i>
Te Korowai Manaaki	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

Health Protection Officers hold responsibility for monitoring, compliance, policy development and advocacy. An HPO's work involves identifying and managing risks as well as risk communication.

- Health Protection Officers work to improve, promote and protect the health of our population in the communities we serve 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. Health Protection activities will be underpinned by Te Tiriti o Waitangi, National Public Health Programmes including compliance and enforcement (as strategies within the Ottawa Charter) and Te Pae Mahutonga.
- Health Protection Officers will use the principles of the Ottawa Charter, health in all policies framework and collaborative partnership approaches when undertaking all work programmes.
- 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.
- HPOs work in three key areas: Environmental Health (including Health in All Policies, submissions), some toxic substance areas, Communicable Disease surveillance and investigation; and Quarantine and Border Biosecurity.
- Health protection encompasses anything that could potentially affect the health of a population such as communicable diseases, radiation, air quality and exposure to hazardous substances (as examples).
- Health Protection Officers are expected to participate in an on-call roster and remaining prepared to work seven days a week as necessary to ensure the health of our community.
- The position description may be varied from time to time, to reflect that roles may evolve over time and/or to reflect the changing requirements of the organisation. Your input will be sought prior to making any changes to your position description.

Other Duties	
Undertake 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.

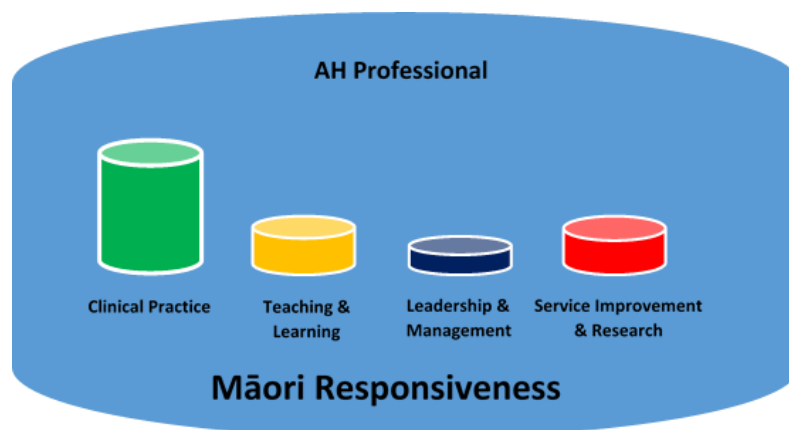
	<ul style="list-style-type: none"> You produce work that complies with organisational processes and reflects best practice. Research undertaken is robust and well considered. You live and support Te Mauri o Rongo values in everything you do.
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Key Result Area	Expected Outcomes
Collaboration and Relationship Management	<ul style="list-style-type: none"> Builds and maintains trusted relationships with mana whenua and tangata whenua, communities, other agencies, including through networks and existing/emerging collaborative initiatives Builds and maintains trusted relationships with communities, relevant external agencies and key partners (e.g. early childhood education agencies and port of entry agencies) 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
Te Tiriti o Waitangi	<ul style="list-style-type: none"> Works in partnership with Māori (i.e. Maori representatives) to implement health protection initiatives in a culturally appropriate manner based on Te Tiriti o Waitangi Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori Understands and embeds Mātauranga Māori into practice and has established linkages with Rūnaka and Māori communities
Equity	<ul style="list-style-type: none"> Commits to helping achieve equitable health outcomes Demonstrates understanding of colonisation and power relationships 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 Willingness to personally take a stand for equity Supports Māori-led and Pacific-led responses Embeds health equity assessment into practice
Innovation and Improvement	<ul style="list-style-type: none"> 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 Models an agile approach – tries new approaches, learns quickly, adapts fast Develops and maintains appropriate external networks to support current knowledge of leading practices Actively engages in quality/service improvement initiatives Critiques, discusses and disseminates evidence-based, best practice

Health and Safety	<ul style="list-style-type: none"> Exercises leadership and due diligence in Health and Safety matters and ensures the successful implementation of Health and Safety strategy and initiatives 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 Leads, champions, and promotes continual improvement in health and wellbeing to create a healthy and safe culture
Compliance and Risk	<ul style="list-style-type: none"> Takes responsibility to ensure appropriate risk reporting, management and mitigation activities are in place Ensures compliance with all relevant statutory, safety and regulatory requirements applicable to the Business Unit Understands, and operates within, the financial and operational delegations of their role, ensuring peers and team members are also similarly aware
Other tasks and emergency response	<ul style="list-style-type: none"> Completes required tasks, including surge capacity tasks as part of emergency responses 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.

As a 'Health Protection 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).



(Te Waipounamu Allied & Public Health Career framework / Te Anga Mahi Hauora Haumime Hauora-a-iwi)

Key Result Area	Expected Outcomes / Performance Indicators
Public Health Practice	<ul style="list-style-type: none"> Carry out investigations under Public Health legislation and carry out compliance and enforcement where necessary.

Legislative Requirements	<ul style="list-style-type: none"> • Projects and activities are well planned, implemented and evaluated and support equitable outcomes. • Projects and activities reflect a collaborative and community development approach that support Māori and contribute to equity of outcomes. • You demonstrate respect, empathy, understanding and interest in clients and stakeholders. • You provide practical support for other team members to facilitate client goals. • Carry out duties as a Public Health statutory officer with accountabilities as an employee, a public sector servant and a statutory officer • Practise in accordance with relevant legislation, codes, policies etc. and upholds consumer rights • Uphold professional code of ethics • Projects and activities are well planned, implemented and evaluated and support equitable outcomes. • Use professional judgement and exercise contractual sensitivity • Take into account the operating environment • Utilise all relevant guidance material including codes, standards and manuals as well as references to Ministry of Health policies information and publications • Consult with your Team Leader and Professional Leader should any issues arise in your day to day work (and Ministry of Health Advisors on occasion). • Undertake enforcement action where required including gathering evidence, obtaining information, interagency facilitation, decision making and communication
Documentation	<ul style="list-style-type: none"> • You adhere to professional and legislative standards of practice. • You work according to the scope of your designation • Your interventions are realistic and based on best practice. • You use standardised documentation systems and procedures as set down by departmental or professional protocols. • Your documentation is timely, clear, concise and accurate • Maintain confidentiality of information and documentation • Adhere to Te Whatu Ora Southern Documentation Standards (District) <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

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| <ul style="list-style-type: none"> • Participate in and contribute to the | <ul style="list-style-type: none"> • You have formal and informal systems in place for supporting colleagues. |
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<p>functioning of the interprofessional team</p> <ul style="list-style-type: none"> 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 <p>Time management</p> <ul style="list-style-type: none"> Manage own time adopting a disciplined approach to establishing and following identified role-related priorities <p>Skill Sharing</p> <ul style="list-style-type: none"> Share skills (as appropriate) with other health professionals and unregulated (assistant) workforces to enhance outcomes 	<ul style="list-style-type: none"> You maintain supervision records (while training). 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	
<p>Of Self</p> <ul style="list-style-type: none"> 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 <p>Of Others</p> <p>Contribute to the support and education of colleagues and students to enhance development of the profession</p> <ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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). As a Health Protection Officer with designation(s) you maintain those designations by meeting the competency requirements set in the Ministry of Health - Criteria For Appointment as Public Health Statutory Officer You have formal and informal systems in place for supporting colleagues.

<p>and make recommendations to changes in practice</p> <ul style="list-style-type: none"> • Be involved in the induction and training of newly appointed staff as required • Provide mentoring and professional support and/or professional supervision where required 	
Communication	
<ul style="list-style-type: none"> • Use a variety of communication strategies when required • Establish rapport and trust with clients, stakeholders and communities 	<ul style="list-style-type: none"> • Relevant information is relayed to the appropriate person. It is clear, concise and to the required standard.
SERVICE IMPROVEMENT AND RESEARCH / TE WHKAPAI RATONGA ME TE RANGAHAU	
<ul style="list-style-type: none"> • 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 • Participate in quality improvement activities to develop and improve service delivery, public health practice or professional standards • Develop and /or participate in district, regional, and/or national professional networks as appropriate to area of work • Contribute to annual planning process, including identifying gaps in service and participating in work / projects that may result from the planning process • Practise in a way that utilises resources in the most cost-effective manner, including 	<ul style="list-style-type: none"> • You actively participate in department quality and service developments. • You establish functional partnerships with external organisations to promote integrated working. • You participate in workforce redesign programmes.

inter-disciplinary and transdisciplinary practice	
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Other duties	
<ul style="list-style-type: none"> Undertake 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 organisational processes and reflects best practice. Research undertaken is robust and well considered. You live and support Te Mauri o Rongo values in everything you do.

Relationships

Role reports to Team Leader Regulatory and Protection Te Whatu Ora Southern. Your annual work plan specifies key responsibilities and relationships for your role. Performance objectives are reviewed annually with your Team Leader. Your professional development plan supports your growth and development.

Relationships

External	Internal
<ul style="list-style-type: none"> • Appropriate settings including marae and other settings relevant to Māori • Other health organisations including PHOs, Māori and community providers • Relevant national, regional and community agencies, groups and organisations • Iwi and Māori providers • Pacific providers • Relevant networks including Māori networks • Local Authorities/Regional Councils/Border agencies and other government agencies (MPI/Worksafe/NZ Customs etc) 	<ul style="list-style-type: none"> • National Public Health Service, Te Whatu Ora • Service Manager • Pou Whakatere • Medical Officers of Health • Team Leaders • Professional Leader – Health Protection • Other relevant Te Whatu Ora staff other National Public Health Service staff • Public Health Nurses • Communicable Disease Nurses

About you – to succeed in this role

You will have

Essential:

- A high level of cultural safety, interpersonal and communication skills
- Experience in implementing Te Tiriti o Waitangi in action
- Excellent written and verbal communication skills
- Competent computer skills
- Current full drivers' licence
- A relevant tertiary qualification in Public Health, Māori Health or Environmental Health
- Be an effective communicator in a wide variety of different settings with people over a range of cultures

Desired:

- Experience in Health Protection work in NZ or as an Environmental Health Officer in NZ or similar from overseas
- Experience in project and programme planning and evaluation, research and writing reports
- 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

Employee

Date

Manager

Date