

Position Description

Employment Agreement:	Individual Employment Agreement
Position Title:	Clinical Project Manager
Service & Directorate:	Dunedin Hospital Redevelopment
Location:	Dunedin
Reports to:	Programme Director – Dunedin Hospital Development and Transformation Support
DHB Delegation Level:	N/A
Number of direct reports:	Nil
Date:	Nov 2023

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

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
The Clinical Project Manager will be part of a team involved in planning and managing the New Dunedin Hospital through all stages of the project. From development of functional design briefs, through all the stages of design, and including planning for commissioning and migration. This role will also be focused on liaising with Te Whatu Ora Southern clinical staff, helping to develop clinical models of care, and bringing clinical input knowledge to the project team, to inform decisions on how the best health outcomes can be delivered and supported when the hospital is redeveloped. The Clinical Project Manager will work within a systems improvement framework for any work they undertake.

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.
Managing Diversity	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and both sexes; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all.
Management Competencies	
Planning	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 risks, problems and roadblocks; measures performance against goals, evaluates results.
Interpersonal Savvy	Relates well to all kinds of people—up, down, and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can defuse even high-tension situations comfortably.
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.
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.

KEY RELATIONSHIPS	
Within Southern	External to Southern
<ul style="list-style-type: none"> Clinical Transformation Group New Dunedin Hospital User Groups Southern Leadership Team New Dunedin Hospital Project Team Nurse, Medical and Allied Health Directors 	<ul style="list-style-type: none"> Ministry of Health New Dunedin Hospital Project Contractors – Architects, Health Planners, Quantity Surveyors, Business Case Writers and other contractors engaged in the project Community members including patients, families and whanau

<ul style="list-style-type: none"> • General Manager teams • Associate Nurse Directors and Service Managers • Organisationwide clinical and administrative staff • Building and Property Manager 	<ul style="list-style-type: none"> • Unions and Professional bodies • Te Whatu Ora Colleagues • Educational Institutions • Primary Health and associated staff • NGO's and Aged Care Sector
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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"> • Relevant clinical qualification and experience in working as part of a clinical project. • Holds a current practising certificate. • Working towards a postgraduate qualification. 	<ul style="list-style-type: none"> • Post graduate qualification • Relevant qualification in project management or a related field
Experience	<ul style="list-style-type: none"> • Strong clinical skills and excellent understanding of clinical models of care and systems. • Be familiar with system wide change management strategies. • Knowledge of hospital infrastructure, or experience working in the health sector • Experience in project delivery, monitoring and reporting 	<ul style="list-style-type: none"> • Demonstrated competence in performing and delivering under tight financial constraints and within strict timeframes • Experience managing budgets to ensure that services provided are the best value within operational financial constraints • Experience in developing and implementing monitoring and reporting systems
Knowledge and Skills	<ul style="list-style-type: none"> • Monitors, measures and continually improves own performance • Excellent planning and organisational skills • Performs tasks reliably • High degree of computer literacy • Proven written and verbal skills, including being able to tailor communication appropriately for the audience 	<ul style="list-style-type: none"> • Knowledge and experience of public sector project planning would be an advantage.
Personal Qualities	<ul style="list-style-type: none"> • Strong ability to communicate and work effectively with people at all levels. • High level of motivation and initiative with the ability to work independently as well as leading a team (the team membership will likely expand over the project life). • Establishes and maintains effective working relationships • Evaluates situations and identifies existing problems or opportunities as well as actively seeking solutions to problems before being asked or directed • A positive 'can do' attitude. 	

KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
Liaison with staff and key stakeholders in relation to planning for future clinical models of care.	
<ul style="list-style-type: none"> • To 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 designing future clinical models of care and new facilities. • To provide input into the project planning work from a clinical perspective. Supporting infrastructure requirements such as risk identification and management, clinical models of care and reporting mechanisms, as identified by staff and key stakeholders. • Develop strong consultation and engagement programmes with internal and external stakeholders. • Ensure accurate and timely reporting of information as required. • To further develop and maintain professional relationships with Te Whatu Ora staff and senior management, Ministry of Health and contractors / consultants. 	<ul style="list-style-type: none"> • To develop and maintain professional relationships networking with internal and external contractors to maintain the smooth and efficient delivery of the project. • Takes responsibility for ensuring input and delivery of the clinical input into the project plan on a day-to-day basis ensuring all policies and procedures are adhered to. • Assist in organising, controlling and providing clinical leadership and accountability. • The patient experience is optimised and is at the centre of everything.
Development and maintenance of tracking and reporting systems for the project	
<ul style="list-style-type: none"> • Contribute to the development, reporting and maintenance of project plans and other relevant documentation. • Identifies and communicates implementation issues/risks to the Programme Director Hospital Development and Transformation Support • Assists project owners 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.
Works with the New Dunedin Hospital Project Team to identify, develop and lead 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. • Identifies, develops, leads and monitors performance improvement opportunities with a view to achieving improved patient outcomes, efficient use of resources and the effective management of equipment. • Ensure that work is neither overlooked nor duplicated by related projects. 	<ul style="list-style-type: none"> • Systems improvement is achieved. • Improved patient outcomes are delivered. • Innovative culture is encouraged

Advice and Support for Senior Te Whatu Ora, Southern decision-makers	
<ul style="list-style-type: none"> Support for the Clinical Transformation Group, User Groups and the Leadership Team for Te Whatu Ora Southern. 	<ul style="list-style-type: none"> Preparation of recommendations, cost-benefits analyses, reports and briefings to help inform project decision-making Taking the lead in developing and fostering relationships with leads on project-specific matters, ensuring that they are supported to deliver quality results in tight-timeframes (and deadlines) Delivery of quality, evidence-based reports to a high standard and to pre-determined time parameters.
Utilise extensive clinical knowledge to support the planning of the New Dunedin Hospital Project	
<ul style="list-style-type: none"> Acknowledges own limitations of knowledge in complex situations and utilises appropriate resource people when necessary. Identifies clinical risk issues and ways of mitigate those risks. Continues to maintain clinical knowledge and skills through self-learning, and understanding of wider clinical systems and processes that are critical to the effective functioning of a hospital. Promotes contemporary clinical models of care. Promotes a collaborative model of care, teamwork, and incorporates this into project planning. 	<ul style="list-style-type: none"> Sharing knowledge with others Maintains professional development. Clinical risks are mitigated. Integrate existing programmes and agreed platforms for care delivery models i.e. releasing time to care into planning.
Managing Relationships in such a way as to promote the desired image and positively support the project outcomes.	
<ul style="list-style-type: none"> Foster an environment where the people within our organisation work actively together to promote an optimum patient experience. Develop effective internal relationships. Liaise with the relevant groups, organisations and individuals who have associations with Te Whatu Ora Southern, identify new models of care, quality improvement, quality assurance, and policy and document control opportunities. Positively represent Te Whatu Ora Southern, fostering its interests by participating in discussions with individuals, sector forums, community groups and business organisations on relevant matters. 	<ul style="list-style-type: none"> Manages a large workload effectively to ensure deadlines are met. Confident and professional in the role.
Self-Management	
<ul style="list-style-type: none"> Develops logical and complete plans to resolve issues. Manages own time adopting a disciplined approach to establishing and following priorities of work. Exhibits self-confidence. Is able to self-reflect on performance, accepts and utilises feedback and engages in appraisal. 	<ul style="list-style-type: none"> Manages a large workload effectively to ensure deadlines are met. Confident and professional in the role. Is highly performing
Living Southern Values	
<p>Proactively demonstrating Te Whatu Ora Southern values in all aspects of the role.</p>	<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.

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. You produce work that complies with the organisations processes and reflects best practice. Research undertaken is robust and well considered.
Professional Development – self	
Identifying areas for personal and professional development.	<ul style="list-style-type: none"> Training and development goals are identified/agreed with your manager. Performance objectives reviewed annual with your manager. You 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 Te Whatu Ora Southern Health, Safety and Wellbeing policies, procedures and systems.	<ul style="list-style-type: none"> You understand and consistently meet your obligations under the 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.

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