

Position Description

Employment Agreement:	Individual Employment Agreement
Position Title:	Southland Radiology Manager
Service & Directorate:	Surgical Services (Dunedin) and Radiology
Location:	Invercargill
Reports to:	District Service Manager Radiology
Number of direct reports:	48.56
Date:	February 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>
<i>Looking after our people:</i> We respect and support each other. Our hospitality and kindness foster better care.	<i>Being sincere:</i> We listen, hear and communicate openly and honestly. We treat people how they would like to be treated.	<i>Best action:</i> We are thoughtful, bring a positive attitude and are always looking to do things better.	<i>As family:</i> 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>Reporting to the Service Manager, the Southland Radiology Manager is responsible for the operational line management of Medical Imaging Technologists (MITs), Nursing and Administration staff in the Radiology Service at Southland Hospital. They will ensure efficient, effective and safe services with the resources available. Working in partnership with the Clinical Leader, Charge MITs and their colleagues, the Southland Radiology Manager has site responsibility for staffing, quality and risk, health and safety, equipment maintenance and other relevant areas in line with the delegated Human Resources and Financial authority. They will contribute to strategic and operational management in a way that supports the Southern DHB strategic direction(s).</p> <p>The Southland Radiology Manager will work collaboratively with all Radiology staff as well as the wider multi-disciplinary teams throughout the organisation in a way that is consistent with Southern DHB's shared vision and values. This way of working will ultimately benefit all our patients and communities.</p> <p>Travel is at times required, this will be in line with District wide requirements.</p> <p>This is a job share with a colleague with the same title and delegations</p>

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	
Managing Diversity	Manages all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities irrespective of age and gender; support equal and fair treatment and opportunity for all
Priority Setting	Spends own time and the time of others on what is important; can quickly sense what will help or hinder when seeking to accomplish goals; creates focus
Problem Solving	Uses logic and established processes to solve problems and achieve effective solutions; can see hidden problems; looks beyond the obvious; doesn't stop at the first answers
Process Management	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 work flow; knows what to measure and how to measure it; can simplify complex processes

KEY RELATIONSHIPS	
Within Health NZ/ Te Whatu ora – Southern	External to Health NZ/ Te Whatu ora – Southern
<ul style="list-style-type: none"> District Service Manager 	<ul style="list-style-type: none"> Clients, patients, whanau and caregivers
<ul style="list-style-type: none"> Job share partner 	<ul style="list-style-type: none"> Community services
<ul style="list-style-type: none"> Clinical Leader (southland) 	<ul style="list-style-type: none"> Primary care
<ul style="list-style-type: none"> Senior Charge MITs 	<ul style="list-style-type: none"> Relevant Professional organisations

<ul style="list-style-type: none"> • Radiology Nursing Staff (Southland) 	<ul style="list-style-type: none"> • Other service providers
<ul style="list-style-type: none"> • Wider District Radiology Team • 	<ul style="list-style-type: none"> • Student or clinical liaison staff
<ul style="list-style-type: none"> • Multi-disciplinary Colleagues 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • Other DHB Staff 	

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 tertiary qualification 	<ul style="list-style-type: none">
Experience	<ul style="list-style-type: none"> 3 years + previous experience in a leadership/management role 	<ul style="list-style-type: none"> Radiology or Healthcare leadership experience Quality management and/or accreditation background
Knowledge and Skills	<ul style="list-style-type: none"> HR/ People Management skills Roster writing and management skills 	
Personal Qualities	<ul style="list-style-type: none"> High level of interpersonal and communication skills Ability to work in a supportive and honest manner Proactive self-directed learner Ability to ensure service delivery is achieved within approved business/activity plans and financial budgets Ability to engage in consultative activities e.g. leading and assisting focus groups / projects that advance issues and strategies of service / organisational priority 	

KEY RESULT AREAS:

Key Accountabilities:	Example of successful delivery of duties and responsibilities
Operational Leadership and coordination Day to day operational management of Southland Hospital Radiology Unit	
<ul style="list-style-type: none"> Oversight and effective utilisation of resources in day-to-day service provision including staffing skill mix to meet the needs of the service. Lead individual portfolio responsibilities as agreed with Service Manager and Job Share colleague 	<ul style="list-style-type: none"> Preparation of rosters consistent with MECA requirements. Management of equipment breakdowns Reallocation of staff to busy areas Facilitate performance review and management including oversight of annual appraisals Identify current and future staffing resource requirements and develop strategies to address these. Provide support to Service Manager, including cover when required.
Resource Management Human resources and equipment management of Southland Hospital Radiology Unit	
<ul style="list-style-type: none"> Management of personnel and equipment in partnership with job share colleague 	<ul style="list-style-type: none"> Participate in recruitment and future workforce planning Ensure One Staff and Time and Attendance systems are kept up to date and approved as required Coordinate staff annual leave plans including strategies to reduce high annual leave balances. Approve leave requests. Monitor sick and leave balances and address issues proactively Facilitate staff levels to meet daily requirements

	<ul style="list-style-type: none"> In conjunction with the wider Radiology team, ensure plant and equipment is maintained and capital expenditure planning is robust, with equipment requiring replacement identified in advance.
Quality Assurance Leads quality assurance and accreditation programmes within Southland Hospital Radiology Unit	
<ul style="list-style-type: none"> Manages on site quality and risk in partnership with Job Share colleague 	<ul style="list-style-type: none"> Ensures site audits, DHB audits and surveys are completed on time. Preparation for site quality meeting and follow up actions assigned. Facilitate the progression of documentation into the MIDAS system. Ensure relevant staff have allocated time to progress this and complete annual reviews. Ensure internal service structures, practices and controls to manage risk, quality and compliance are in place and are active. Investigates/manages incidents submitted locally via Safety First. Assists Service Manager with the investigation of complaints. Work towards IANZ accreditation and maintenance of this once achieved. Undertakes projects as agreed with the Service Manager
Other Duties	
<p>Undertaking duties from time to time that may be in addition to those outlined above but which fall within your capabilities and experience.</p> <p>Act as a role model for the Southern DHB Organisational Values.</p>	<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 Southern DHB processes and reflects best practice. Research undertaken is robust and well considered. Live and support the DHB values in everything you do.
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 annually 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 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 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"> Partnership – You interact in good faith and in the nature of a partnership. There is a sense of shared

	<p>enterprise and mutual benefit where each partner takes account of the needs and interests of the other.</p> <ul style="list-style-type: none"> • Participation – 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. • Protection – You work proactively to protect the rights and interests of Māori, including the need to proactively build the capacity and capability of Māori.
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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