

## Position Description | Te whakaturanga ō mahi Health New Zealand | Te Whatu Ora

<b>Title</b>	Postgraduate Nursing Education Coordinator		
<b>Reports to</b>	Practice Development Unit (Otago) Nurse Manager		
<b>Location</b>	Dunedin		
<b>Department</b>	Practice Development Unit (Otago)		
<b>Direct Reports</b>		<b>Total FTE</b>	0.4
<b>Budget Size</b>	<b>Opex</b>	<b>Capex</b>	
<b>Delegated Authority</b>	<b>HR</b>	<b>Finance</b>	
<b>Date</b>	12/03/2024		
<b>Job band (indicative)</b>	SDN Grade 1		

The Health System in Aotearoa is entering 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.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations.
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well.
3. Everyone will have equal access to high quality emergency and specialist care when they need it.
4. Digital services will provide more people the care they need in their homes and communities.
5. Health and care workers will be valued and well-trained for the future health system.

### Te Mauri o Rongo – The New Zealand Health Charter

In order to guide the culture, values, and behaviour expected of the health sector, Health New 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 and spirit	<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>Rangiratanga</b>	Identifying, supporting and establishing leaders at all levels to serve, guide and inspire	<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 of teams working together, providing each other with a sense of belonging	<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, support 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:

The Postgraduate Nursing Education Coordinator will ensure the Health New Zealand Southern accesses the maximum amount of funding available to support nurses in their postgraduate clinical and professional practice development. This position is based in Dunedin, and provides coordination across the wider Southern area.

The NZ Health Strategy identifies the need for increased support and mentoring of health professionals in training. Government health strategies have identified an increased need for Registered Nurses with advanced knowledge and skills to deliver on the objectives of these strategies. The broad vision for postgraduate nursing education is to enable nurses to improve health outcomes and health disparities of New Zealanders. The accountability and transparency required of the funding process will ensure that funding is targeted to meet prioritised local needs and Health Workforce strategies.

Key Result Area	Expected Outcomes / Performance Indicators – Position Specific
<b>Coordinate the application and funding support for Postgraduate Nursing Education for Nurses in the Southern Region</b>	<ul style="list-style-type: none"> <li>• Monitor the postgraduate nursing education programme ensuring service specifications are met.</li> <li>• Oversee postgraduate budget - ensure expenditure remains within the allocated revenue.</li> <li>• In consultation, set postgraduate nursing funding priorities. Ensure alignment between MOH priorities, Health Workforce Plan, and other relevant guiding documents.</li> <li>• Work alongside the Directors of Nursing and other senior nursing leaders during to determine the priorities and preferred applicants.</li> <li>• Maintain clear and transparent processes for nurses and employers to access information about PDN funding, and application priorities, application process, allocation and payment processes.</li> <li>• Allocation of tasks to the Administrator – PG Nursing Education on a day-to-day basis</li> <li>• Reporting as per the Ministry requirement and overseeing submission of invoicing schedules if required</li> </ul>
<b>Support the Southern Nursing</b>	<ul style="list-style-type: none"> <li>• Support the Chief Nursing &amp; Midwifery Officer and Practice Development Unit Nurse Manager to convene the district Postgraduate Strategic Planning Forum.</li> </ul>

<b>Workforce Plan</b>	<ul style="list-style-type: none"> <li>• Support Southern Nursing Workforce plan and initiatives to achieve priority goals.</li> <li>• Contribute to key nursing workforce initiatives, including Nurse Practitioner and Registered Nurse Prescribing pathways .</li> <li>• Prepare and/or coordinate workforce information, responses to consultations documents/submissions.</li> <li>• Represent and participate as directed at national, regional, and local level nursing workforce planning.</li> </ul>
<b>Establish and maintain effective stakeholder relationships.</b>	<ul style="list-style-type: none"> <li>• Liaise with local education providers to ensure programmes meet the regional service needs.</li> <li>• As directed, participate on advisory or expert groups.</li> <li>• Work with education providers on developing new courses that meet the regional nursing workforce priorities.</li> <li>• Work with RNs to provide career advice and guidance in relation to education planning/pathways.</li> <li>• Escalate issues to the PDU Nurse Manager or Director of Nursing/Nursing Leaders or Executive Director of Nursing as appropriate .</li> <li>• Work with the other key workforce programmes to ensure ongoing nursing workforce development. These include PDRP, NETP, ENSIPP, Nursing Projects within the Professional Development Unit.</li> </ul>
<b>Member of the Nursing Workforce Development Team (inclusive of workforce programmes)</b>	<ul style="list-style-type: none"> <li>• Work in an effective and collaborative manner with Nurse Coordinators and Nurse Educators of other workforce programmes (NETP, ENSIPP, PDRP, and Projects)</li> <li>• Establish and maintain working knowledge of the PDRP programmes, including assessing and moderating PDRPs.</li> <li>• Supports and provides cover for the PDRP Coordinator when required.</li> <li>• Demonstrate a commitment to self-development, which is aligned to this position.</li> <li>• Set performance objectives as part of annual performance review and identify individual development needs.</li> <li>• Maintain national networks with Postgraduate nursing education funding coordinators.</li> <li>• Undertake additional duties and nursing workforce development projects as reasonably required by the PDU Nurse Manager, Nurse Consultant and or Chief Nursing and Midwifery Officer.</li> <li>• Undertake all duties in a professional and timely manner and in the best interest of Health New Zealand- Southern.</li> </ul>

Key Result Area	Expected Outcomes / Performance Indicators – All Te Whatu Ora Leaders
Te Tiriti o Waitangi	<ul style="list-style-type: none"> <li>• Remains focused on the pursuit of Māori health gain as well as achieving equitable health outcomes for Māori</li> <li>• Supports tangata whenua- and mana whenua-led change to deliver mana motuhake and Māori self-determination in the design, delivery and monitoring of health care</li> <li>• Actively supports kaimahi Māori by improving attraction, recruitment, retention, development, and leadership</li> </ul>

Equity	<ul style="list-style-type: none"> <li>• Commits to helping all people achieve equitable health outcomes</li> <li>• Demonstrates awareness 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> </ul>
Culture and People Leadership	<ul style="list-style-type: none"> <li>• Lead, nurture and develop our team to make them feel valued</li> <li>• Prioritise developing individuals and the team so Te Whatu Ora has enough of the right skills for the future, supporting diversity of leadership to develop – Māori, Pacific, people with disabilities and others</li> <li>• Provides leadership that shows commitment, urgency and is visibly open, clear and innovative whilst building mutually beneficial partnerships with various stakeholders both internally and externally</li> <li>• Implement and maintain People &amp; Culture strategies and processes that support provide an environment where employee experience, development and performance management drive achievement of the organisation’s strategic and business goals</li> <li>• Ensures Business Unit culture develops in line with expectations outlined in Te Mauri o Rongo (the Health Charter, once developed), ensuring unification of diverse teams whilst simultaneously supporting local cultures to be retained &amp; strengthened</li> </ul>
Innovation & Improvement	<ul style="list-style-type: none"> <li>• Be open to new ideas and create a culture where individuals at all levels bring their ideas on how to ‘do it better’ to the table</li> <li>• Model 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> </ul>
Collaboration and Relationship Management	<ul style="list-style-type: none"> <li>• Models good team player behaviour, working with colleagues to not allow silo thinking and behaviour at decision making level to get in the way of doing our best and collegially supports others to do the same</li> <li>• Work 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>
Health & 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>• Taking 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 patient outcomes</li> <li>• Lead, champion, and promote 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 &amp; operational delegations of their role, ensuring peers and team members are also similarly aware</li> </ul>

### Relationships

External	Internal
<ul style="list-style-type: none"> <li>• Nurses working in the Southern region.</li> <li>• Other PGN Funding Coordinators nationally</li> <li>• Tertiary Providers</li> <li>• Local Iwi</li> <li>• Other service providers</li> <li>• MOH contract managers</li> <li>• Nursing Council of New Zealand, and Professional Colleges.</li> <li>• Health Research South.</li> </ul>	<ul style="list-style-type: none"> <li>• PGN Funding Administrator</li> <li>• PDU Nurse Manager (Southland)</li> <li>• PDRP Coordinator</li> <li>• NETP Coordinators (Otago &amp; Southland)</li> <li>• Chief Nursing Officer HNZ Southern</li> <li>• Directors of Nursing</li> <li>• Nurses eligible for PGN funding</li> <li>• Nurse Consultant (Professional practice)</li> <li>• Clinical/Charge Nurse Managers</li> <li>• Associate Charge Nurses</li> <li>• PDU Staff</li> <li>• Nurse Educators</li> </ul>

### About you – to succeed in this role

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#### You will have

#### Essential:

- Registration with Nursing council of New Zealand and a current APC.
- Hold a relevant Nursing post-graduate qualification (minimum of PGCert).
- A personal commitment to ongoing learning and development including attainment and maintenance of PDRP (minimum Proficient).
- Have significant and recent nursing experience (5+ years)
- Excellent written and oral communication skills
- Relationship management and interpersonal skills
- Computer literacy including proficiency in using the Microsoft 365 suite of applications.

#### Desired:

- A master's degree in nursing
- Nursing leadership experience.
- A current PDRP Assessor

#### 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.
- Establish and maintain positive working relationships with internal and external networks.
- Knowledge of current issues in Nursing
- Excellent interpersonal and communication skills
- Ability to work independently and work as a part of the team.

*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

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Date

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Manager

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Date